

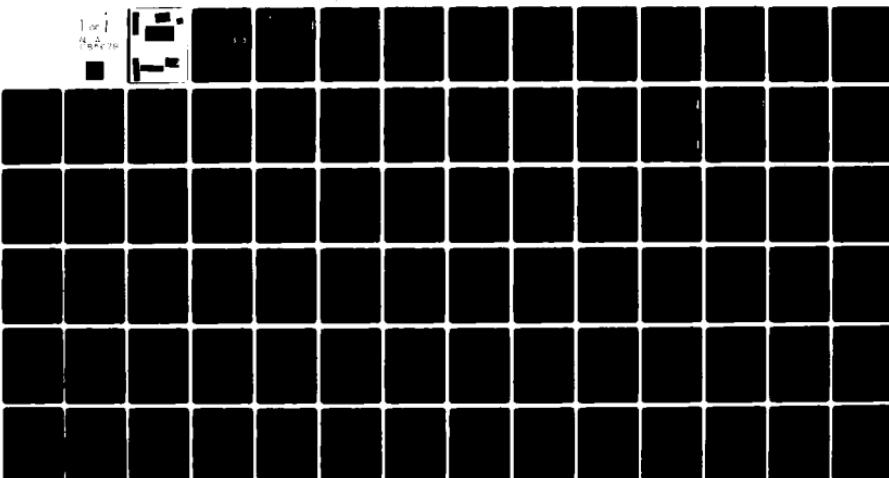
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A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING. APPEN-ETC(U)
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⑥ A System Approach to Navy Medical Education and Training.

APPENDIX 2.

TASK INVENTORY BOOKLET
(FORM N21-PHYSICIANS)

⑪ 31 Aug 74

⑫ 84

APPLICATION OF A SYSTEM APPROACH
U.S. NAVY MEDICAL DEPARTMENT
EDUCATION AND TRAINING PROGRAMS

⑬ FINAL REPORT

⑭ N00014-69-C-0246

Prepared under Contract to
OFFICE OF NAVAL RESEARCH
U.S. DEPARTMENT OF THE NAVY

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Program Manager
Education and Training R&D
Bureau of Medicine and Surgery (Code 71G)

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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The study objective consisted of a determination of what the health care personnel in the Navy's Medical Department, Bureau of Medicine and Surgery actually do in their occupations; improving the personnel process (education and training); and building a viable career pathway for all health care personnel. Clearly the first task was to develop a system of job analyses applicable to all system wide health care manpower tasks. A means of postulating simplified occupational clusters covering some 50		

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currently designated Navy enlisted occupations, 20 Naval Enlisted Classification Codes (NEC's) were computerized. A set of 16 groupings that cover all designated occupations was developed so as to enhance the effectiveness of professionals and sub-professionals alike.

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FOREWORD

The project, "Application of a System Approach to the Navy Medical Department Education and Training Programs," was initiated in May of 1969 as a realistic, comprehensive response to certain objectives set forth in ADO 43-03X, and to memoranda from both the Secretary of Defense and the Assistant Secretary of Defense, Manpower and Reserve Affairs. The Secretary's concern was stated in his memorandum of 29 June 1965, "Innovation in Defense Training and Education." More specific concerns were stated in the Assistant Secretary's memorandum of 14 June 1968, "Application of a System Approach in the Development and Management of Training Courses." In this he called for "vigorous and imaginative effort," and an approach "characterized by an organized training program with precise goals and defined operational interrelation among instructional system components." He also noted, "Job analyses with task descriptions expressed in behavioristic terms are basic and essential to the development of precise training goals and learning objectives."

The Project

System survey and analysis was conducted relative to all factors affecting education and training programs. Subsequently, a job-analysis sub-system was defined and developed incorporating a series of task inventories "...expressed in behavioristic terms..." These inventories enabled the gathering of job activity data from enlisted job incumbents, and data relating to task sharing and delegation from officers of the Medical, Nurse and Dental Corps. A data management sub-system was devised to process incumbent data, then carry out needed analyses. The development of initial competency curricula based upon job analysis was implemented to a level of methodology determination. These methods and curriculum materials constituted a third (instructional) sub-system.

Thus, as originally proposed, a system capability has been developed in fulfillment of expressed need. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility tests and cost-effectiveness determination. The project was designed to so comply. Test and evaluation through the process of implementation has not proved feasible in the Navy Medical Department within the duration of the project. As designed and developed the system does have "...precise goals and defined operational interrelation among instructional system components." The latter has been achieved in terms of a recommended career structure affording productive, rewarding manpower utilization which bridges manpower training and health care delivery functions.

Data Management Sub-System

Job analysis, involving the application of comprehensive task inventories to thousands of job incumbents, generates many millions of discrete bits of response data. They can be processed and manipulated only by high speed computer capability using rigorously designed specialty programs. In addition to numerical data base handling, there is the problem of rapidly and accurately manipulating a task statement data base exceeding ten thousand carefully phrased behavioral statements. Through the use of special programs, task inventories are prepared, printouts for special purposes are created following a job analysis application, access and retrieval of both data and tasks are efficiently and accurately carried out, and special data analyses conducted. The collective programs, techniques and procedures comprising this sub-system are referred to as the Navy Occupational Data Analysis Language (NODAL).

Job Analysis Sub-System

Some twenty task inventory booklets (and associated response booklets) were the instruments used to obtain job incumbent response data for more than fifty occupations. An inventory booklet contains instructions, formatted questions concerning respondent information ("bio-data"), response dimension definitions, and a list of tasks which may vary in number from a few hundred to more than a thousand per occupational field.

By applying NODAL and its associated indexing techniques, it is possible to assemble modified or completely different inventories than those used in this research. Present inventories were applied about three years ago. While they have been rendered in operational format, they should not be re-applied until their task content is updated.

Response booklets were designed in OPSCAN mode for ease of recording and processing responses.

Overall job analysis objectives and a plan of administration were established prior to inventory preparation, including the setting of provisional sample target sizes. Since overall data attrition was forecast to approximate twenty percent, final sample and sub-sample sizes were adjusted accordingly. Stratified random sampling techniques were used. Variables selected (such as rating, NEC, environment) determined stratifications, together with sub-population sizes. About fifteen percent of large sub-populations were sought while a majority or all members of small sub-populations were sought.

Administration procedures were established with great care for every step of the data collecting process, and were coordinated with sampling and data analysis plans. Once set, the procedures were formalized as a protocol and followed rigorously.

Instructional Sub-System

Partial "competency curricula" have been composed as an integral sub-system bridging what is required as performance on the job with what is, accordingly, necessary instruction in the training process. Further, curriculum materials were developed to meet essential requirements for implementing the system so that the system could be tested and evaluated for cost effectiveness. However, due to the fact that test and evaluation was not feasible in the Navy Medical Department within the duration of the project, it was not possible to complete the development of the system through the test and evaluation phase. The inability to complete this phase also interrupted the planned process for fully developing the curricula; therefore, instead of completed curricula ready for use in the system, the curricula were partially developed to establish the necessary sub-system methodology. The competency curricula are based on tasks currently performed by job incumbents in 1971. (The currency of a given curriculum depends upon periodic analysis of incumbents' jobs, and its quality control resides in the evaluation of the performance competency of the program's graduates.)

A competency curriculum provides a planned course of instruction or training program made up of sequenced competency units which are, in turn, comprised of sequenced modules. These modules, emphasizing performance objectives, are the foundation of the curriculum.

A complete module would be comprised of seven parts: a cluster of related tasks; a performance objective; a list of knowledges and skills implied by the objective; a list of instructional strategies for presenting the knowledges and skills to the learner; an inventory of training aids for supporting the instructional strategies; a list of examination modes; and a statement of the required training time. In this project, curriculum materials have been developed to various levels of adequacy, and usually comprise only the first three parts; the latter four need to be prepared by the user.

The performance objective, which is the most crucial part of the module, is the basis for determining curriculum content. It is composed of five essential elements: the stimulus which initiates the behavior; the behavior; the conditions under which the behavior takes place; the criteria for evaluating the behavior; and the consequence or results of the behavior. A sixth element, namely next action, is not essential; however, it is intended to provide linkage for the next behavior.

Knowledges and skills listed in the module are those needed by the learner for meeting the requirements of the performance objective.

Instructional strategies, training aids, examination modes and training time have been specified only for the Basic Hospital Corps Curriculum. The strategies, aids and modes were selected on the basis of those considered to be most supportive in presenting the knowledges and skills so as to provide optimum learning effectiveness and training efficiency. The strategies extend from the classroom lecture as traditionally presented by a teacher to the more sophisticated mediated program for self-instruction. The training aids, like strategies, extend from the traditional references and handout material in the form of a student syllabus to mediated programs for self-instruction supported by anatomical models. Examination modes extend from the traditional paper and pencil tests to proficiency evaluation of program graduates on the job, commonly known as feedback. Feedback is essential for determining learning effectiveness and for quality control of a training program. The kind of instructional strategies, training aids and examination modes utilized for training are limited only by such factors as staff capability and training budget.

The training time specified in the Basic Hospital Corps Curriculum is estimated, based upon essential knowledge and skills and program sequence.

The competency curriculum module, when complete, provides all of the requirements for training a learner to perform the tasks set forth in the module. A module may be used independently or related modules may be re-sequenced into modified competency units to provide training for a specific job segment.

Since the curricula are based upon tasks performed by job incumbents in 1971, current analysis of jobs needs to be accomplished using task inventories that have been updated to reflect changes in performed tasks. Subsequent to job analysis, a revision of the curricula should be accomplished to reflect task changes. When the foregoing are accomplished, then faculty and other staff members may be indoctrinated to the competency curricula and to their relationship to the education and training system.

In addition to the primary use for the systematic training of job incumbents, these curricula may be used to plan for new training programs, develop new curricula, and revise existing curricula; develop or modify performance standards; develop or modify proficiency examinations; define billets; credentialize training programs; counsel on careers; select students; and identify and select faculty.

The System

Three sub-systems, as described, comprise the proposed system for Education and Training Programs in The Navy Medical Department. This exploratory and advanced developmental research has established an overall methodology for improved education and training incorporating every possible means of providing bases for demonstrating feasibility and cost effectiveness. There remains only job analysis sub-system updating, instructional sub-system completion, and full system test and evaluation.

Acknowledgements

The authors wish to acknowledge the invaluable participation of the several thousands of Naval personnel who served as respondents in inventory application. The many military and civilian personnel who contributed to developmental efforts are cited by name in the Final Report.

The authors also wish to acknowledge former colleagues for singularly important contributions, namely, Elias H. Porter, Ph.D., Carole K. Kauffman, R.N., M.P.H., Mary Kay Munday, B.S.N., R.N., Gail Zarren, M.S.W., and Renee Schick, B.A.

Identity and acknowledgement of the project Advisory Group during the project's final year is recorded in the Final Report.

Lastly, the project could not have been commenced nor carried out without the vision, guidance and outstanding direction of Ouida C. Upchurch, Capt., NC, USN, Project Manager.

TO THE PHYSICIAN

Certain responsibilities are unique to the physician. They cannot properly be performed by any other person. The decisions inherent in this research instrument are of this nature. Only you are qualified to make them. And your decisions are vital to this research.

Naval medical research often has played a significant role in improving health care delivery.

That rich tradition has now expanded to include improvement in the education and utilization of enlisted health care personnel.

Nearly four years of research toward this end have produced objective, comprehensive data on what it is that corpsmen do, as well as improved model curricula. Medical leaders and educators throughout the land have expressed strong encouragement in this attempt to bring order to the education and careers of the workers who provide your technical support.

It is now time for the physician to provide the last key round of data as a capstone to what has gone before. Little more than one hour's investment--when pooled with that of others--can contribute to improved health care delivery everywhere.

You have been individually selected to participate because your individual input is vital.

Thank you.

Project 43-03X.02

PLEASE NOTE

THIS IS AN ACTIVITY SURVEY PREPARED FOR NAVY PHYSICIANS, DENTISTS AND NURSES:

- EACH CATEGORY OF PERSONNEL WILL RECEIVE A SPECIALLY PREPARED TASK INVENTORY.
- PART I OF EACH OF THE THREE INVENTORIES IS IDENTICAL: NAMELY, THE "COMMON" ADMINISTRATIVE TASKS FOR ALL THREE CORPS.

THE OBJECTIVES OF THIS SURVEY ARE:

- TO DETERMINE THE IMPACT OF COMMON ADMINISTRATIVE INVOLVEMENT ON THE PRODUCTIVITY OF THE INSTITUTIONAL CLINICAL SPECIALIST.
- TO DETERMINE THE NEED FOR FORMAL ADMINISTRATIVE EDUCATION FOR THOSE CHOOSING AN ADMINISTRATIVE CAREER.
- TO IDENTIFY THOSE "COMMON" MEDICAL OR DENTAL TASKS WHICH ARE NOW--OR MAY BE--DELEGATED TO APPROPRIATELY TRAINED ALLIED HEALTH PERSONNEL.

THE LATTER WILL HELP TO COMPLETE EDUCATION AND TRAINING REVISIONS NOW CONTEMPLATED FOR HOSPITAL CORPSMEN AND DENTAL TECHNICIANS.

IF YOUR CAREER CHOICE DOES NOT EMPHASIZE ADMINISTRATION, PART I WILL BE OF LITTLE INTEREST--OR BORING. IT IS FOR THIS VERY REASON THAT YOU SHOULD COMPLETE IT WITH CARE.

OVERALL OBJECTIVES DO NOT REQUIRE A SURVEY OF SUB-SPECIALTIES, OR EVEN ALL SPECIALTIES. HOWEVER, EACH PARTICIPANT WILL FIND THE TASKS NECESSARY TO THE OBJECTIVES IN PARTS I AND II. SOME PARTICIPANTS WILL NEED TO COMPLETE ONE BRIEF PORTION OF PART III.

BUREAU OF MEDICINE AND SURGERY

PROFESSIONAL CORPS JOB SURVEY

TASK INVENTORY BOOKLET

GENERAL INSTRUCTIONS

There are three parts to be completed for this survey:

- Part I Career Background Information
(answers to be recorded in this
TASK BOOKLET)
- Part II A List of Administrative Tasks
(answers to be recorded on pp. 01 to 08
of accompanying RESPONSE BOOKLET)
- Part II B List of General Patient Care Tasks
(answers to be recorded on pp. 09 to 17
of accompanying RESPONSE BOOKLET)
- Part III List of Specialty Tasks
(answers to be recorded on pp. 18 to 29
of accompanying RESPONSE BOOKLET)

Each part is preceded by a set of instructions. Be sure to read them carefully before you start answering each part. All instructions are found on the tan pages.

PLEASE USE ONLY NUMBER 2 LEAD PENCILS. ERASE
ALL CHANGES CAREFULLY AND COMPLETELY. DO NOT
PUT ANY MARKS OTHER THAN YOUR ANSWERS ON EACH
RESPONSE PAGE.

DO NOT FOLD, WRINKLE, CREASE OR DETACH PAGES
FROM EITHER TASK BOOKLET OR RESPONSE BOOKLET.

WHEN RECORDING YOUR ANSWERS YOU MAY WANT TO
USE A RULER TO READ ACROSS ANSWER AND QUESTION
COLUMNS.

WHEN YOU HAVE COMPLETED YOUR RESPONSES, PUT THE TASK
INVENTORY BOOKLET AND THE RESPONSE BOOKLET IN THE
ENCLOSED SELF-ADDRESSED ENVELOPE. SEAL AND RETURN
TO THE OFFICER WHO GAVE YOU THIS PACKAGE. COMPLETED
BOOKLETS SHOULD BE RETURNED WITHIN ONE WEEK OF RECEIPT.

PART I

CAREER BACKGROUND INFORMATION

INSTRUCTIONS

- To complete Part I, enter your responses in the blanks provided in the following white pages (v to viii.)
- CHECK THE SERIAL NO. IN THE UPPER RIGHT HAND BOX OF PAGE v. IT SHOULD MATCH THE ONE APPEARING ON THE COVER OF THIS BOOKLET.
- Your duty station, your name and social security number are confidential information and are needed only to prevent errors in data processing.
- Except for names and social security number, all your answers will be either a one- or two-digit number. Two blanks require a two-digit answer (as in Questions 7, 8, 9, 11, 13.)

Part I

CAREER BACKGROUND INFORMATION

Please fill out completely

DO NOT FILL IN

N21 2419
Form Serial No.

(1)

(7)

Name of your Duty Station _____

City & State (if applicable) _____

Your Name _____

Social Security Number _____

(14)

PLEASE ANSWER QUESTIONS BELOW BY ENTERING THE PROPER NUMBER IN THE BLANKS PROVIDED. TWO BLANKS REQUIRE A TWO-DIGIT ANSWER. DISREGARD NUMBERS IN PARENTHESIS.

ENTER ANSWERS HERE

Q1. Select the number to indicate the Corps to which you belong:

1. Dental Corps
2. Medical Corps
3. Nurse Corps

Q1. _____

(23)

Q2. Indicate your military status:

1. USN
2. USNR

Q2. _____

(24)

Q3. Indicate your rank:

1. Ensign
2. LTJG
3. LT
4. LCDR
5. CDR
6. CAPT

Q3. _____

(25)

Q4. Indicate your total years of active duty in the Navy to date:

1. Less than 2 years
2. 2 to 4 years
3. 5 to 8 years
4. More than 8 years

Q4. _____

(26)

Q5. Select the number to indicate your current position:

1. Intern
2. Resident
3. Staff Physician or Dentist in a hospital or clinic
4. Section Chief/Assistant Chief
5. Chief of Service
6. Medical or Dental Officer aboard surface ship
7. Medical or Dental Officer aboard submarine
8. Flight Surgeon
9. Other (specify) _____

Q5. _____ (27)

Q6. Select the number to indicate the average number of hours you work per week:

1. 35 to 40 hours
2. 41 to 50 hours
3. More than 50 hours

Q6. _____ (28)

Q7. Please give an estimate of the percent of time you spend on the following (write five percent as 05):

1. Inpatient care
2. Outpatient care
3. Teaching
4. Administration
5. Other (specify) _____

Q7. _____

1. _____ %	(29)
2. _____ %	(31)
3. _____ %	(33)
4. _____ %	(35)
5. _____ %	(37)

Q8. Assuming that most or all of the following factors are of importance to you, select the three which, if improved, would contribute most to your job satisfaction:

Q8. _____	(39)
_____	(41)
_____	(43)

- 01 Salary and/or promotion opportunities
- 02 Retirement benefits
- 03 Housing
- 04 Educational advancement opportunities
- 05 Stability of tour of duty
- 06 Physical facilities and equipment
- 07 Administrative and clerical support
- 08 Work load
- 09 Personal career planning
- 10 Opportunity to attend professional meetings

USE THE CODE NUMBER FROM THE LIST
BELOW IN ANSWERING Q9, Q11 and Q13

ENTER
ANSWERS.
HERE

CODE

01 Administration
02 Education
03 Anesthesiology
04 Cardiology
05 Dermatology
06 General Practice
07 Internal Medicine
08 Obstetrics/Gynecology
09 Ophthalmology
10 Orthopedics
11 Otolaryngology
12 Pathology
13 Pediatrics

CODE

14 Psychiatry
15 Public Health
16 Radiology
17 General Surgery
18 Urology
19 Aviation Medicine
20 Submarine Medicine
21 General Dentistry
22 Endodontics
23 Periodontics
24 Prosthodontics
25 Oral Surgery
00 Other (specify) _____

Q9. From the above list, write the two-digit CODE to indicate the specialty area in which you received your initial residency training: (If you did not have any residency training, enter "99" in the answer space for Q9 and Q10)

Q9. ____ (45)

Q10. Select the number to indicate the amount of residency training you received corresponding to the specialty area stated in Q9:

Q10. ____ (47)

1. Less than 1 year
2. 1 to 2 years
3. 3 to 4 years
4. 5 or more years

Q11. If you have training in a specialty area(s) other than your initial residency, indicate the specialty area(s). (Use coded list above):
If you have not had additional specialty training, enter "99" in answer space for Q11 and Q12.)

Q11a. ____ (48)

b. ____ (50)

Q12. Select the number to indicate the amount of training you have received corresponding to the specialty area(s) in Q11:

Q12a. ____ (52)

b. ____ (53)

1. Less than 1 year
2. 1 to 2 years
3. 3 to 4 years
4. 5 or more years

Q13. Indicate the specialty area in which you are currently functioning. (Use coded list above):

Q13. ____ (54)

ENTER
ANSWERS
HERE

Q14. Select the number to indicate where you are currently functioning:

1. Department within a hospital
2. Dispensary with bed capacity
3. Dispensary without bed capacity
4. Ship or submarine
5. Navy Dental clinic
6. Non-patient care area
7. Other (specify) _____

Q14. _____

(56)

RESPONSE BOOKLET INSTRUCTIONS

- To complete Part II and Part III, you need this TASK BOOKLET and the accompanying RESPONSE BOOKLET. Record all your answers to Part II and Part III in the RESPONSE BOOKLET.
- All pages of the RESPONSE BOOKLET are machine readable. In order for responses to be properly read, please be sure to:
 1. Use a No. 2 pencil only
 2. Carefully and completely shade the number corresponding to your answer under each column.
- Complete Page 00 of the RESPONSE BOOKLET first. Follow instructions given on the page. Fill in Line 1, and Boxes 2, 3, 4, and 5. Ignore all other boxes. BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER (WRITE DOWNWARD) IN THE BLANK SPACES IN BOX 3; then darkly shade the corresponding number on each line. An example of a completed Page 00 is shown on the next page (the handwritten notes in this example are for clarification only. Please do not make similar notes on your RESPONSE BOOKLET.)
- After completing Page 00, carefully read and follow instructions given on tan pages xi and xii.
- PLEASE HANDLE YOUR RESPONSE BOOKLET CAREFULLY. KEEP IT CLEAN AND AWAY FROM CHEMICALS. DO NOT DETACH, FOLD, WRINKLE OR CROSS OUT ANY PAGE.

PAGE 00

DO NOT MARK IN THESE BOXES	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
RESPONSE BOOKLET					
Serial No. 0232					
	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9

(Ignore these boxes)

My name is

1 NAME **John Jones**

INSTRUCTIONS

1. Use No. 2 pencil **ONLY**.
2. Indicate responses with solid black mark in space provided.
3. Erase **COMPLETELY** all changes.
4. Do not detach forms from packet.
5. Answer questions 2 through 5 below.
6. See Task Statement Booklet for further instructions for completing boxes to the right.

Today is June 4, 1972
June = 06
4 = 04
1972 = 72

TODAY'S DATE	MONTH	1	2	3	4	5	6	7	8	9
	0 1 2 3 4 5	6	7	8	9					
DAY	1	2	3	4	5	6	7	8	9	
YEAR	0 1 2 3 4 5 6	7	8	9						

SOCIAL SECURITY NUMBER	3	0 1 2	3 4 5 6 7 8 9
	0	1 2 3 4 5 6 7 8 9	
	4	0 1 2 3	5 6 7 8 9
	2	0 1	2 3 4 5 6 7 8 9
	6	0 1 2 3 4 5	6 7 8 9
	9	0 1 2 3 4 5 6 7	8
	7	0 1 2 3 4 5 6	7 8 9
	5	0 1 2 3 4	5 6 7 8 9
	1	0 1 2 3 4 5 6	7 8 9

SEE COVER OF YOUR TASK BOOKLET Form N21, Ser. No. 0232a

TASK BOOKLET	FORM	A B C D E F G H I J K L M	O P Q R S T U V W X Y Z
		0 1 2 3 4 5 6 7 8 9	
SERIAL NO.	0 1 2 3 4 5 6 7 8 9		
	0 1 2 3 4 5 6 7 8 9		
	0 1 2 3 4 5 6 7 8 9		
	0 1 2 3 4 5 6 7 8 9		
	0 1 2 3 4 5 6 7 8 9		

My birthday is May 22, 1935
May = 05 1935 = 35

DATE OF BIRTH	MONTH	1	2	3	4	5	6	7	8	9
	0 1 2 3 4	5	6	7	8	9				
	DAY	0 1	2	3	4	5	6	7	8	9
	YEAR	0 1 2 3 4	5	6	7	8	9			
	YEAR	0 1 2 3 4	5	6	7	8	9			

**TASK ANALYSIS BACKGROUND
DATA SHEET**

SEE TASK STATE- MENT BOOKLET FOR IN- STRU- CTI- ONS TO COM- PLE- TE BOXES	6	0 1 2 3 4 5 6 7 8 9	13 0 1
	0 1 2 3 4 5 6 7 8 9	14 0 1	
	0 1 2 3 4 5 6 7 8 9	15 0 1	
	0 1 2 3 4 5 6 7 8 9	16 0 1	
	0 1 2 3 4 5 6 7 8 9	17 0 1	
	0 1 2 3 4 5 6 7 8 9	18 0 1	
	0 1 2 3 4 5 6 7 8 9	19 0 1	
	0 1 2 3 4 5 6 7 8 9	20 0 1	
	0 1 2 3 4 5 6 7 8 9	21 0 1	
	0 1 2 3 4 5 6 7 8 9	22 0 1	
	0 1 2 3 4 5 6 7 8 9	23 0 1	
	0 1 2 3 4 5 6 7 8 9	24 0 1	
0 1 2 3 4 5 6 7 8 9	25 0 1		
0 1 2 3 4 5 6 7 8 9	26 0 1		
0 1 2 3 4 5 6 7 8 9	27 0 1		
0 1 2 3 4 5 6 7 8 9	28 0 1		
0 1 2 3 4 5 6 7 8 9	29 0 1		
0 1 2 3 4 5 6 7 8 9	30 0 1		
0 1 2 3 4 5 6 7 8 9	31 0 1		
0 1 2 3 4 5 6 7 8 9	32 0 1		
0 1 2 3 4 5 6 7 8 9	33 0 1		
0 1 2 3 4 5 6 7 8 9	34 0 1		

(Ignore these boxes)

PART II

PART II A LIST OF ADMINISTRATIVE TASKS (Pages 01 to 08)

PART II B LIST OF GENERAL PATIENT CARE TASKS (Pages 09 to 17)

HOW TO RESPOND TO TASK STATEMENTS

- Your responses to each statement should be marked on the corresponding page, column and item number in your RESPONSE BOOKLET.
- Note that each page in your RESPONSE BOOKLET has two response blocks. The left-hand block (items 1-25) is for entering responses to statements printed on LEFT pages of this TASK BOOKLET; the right-hand block (items 26-50) is for responses to statements printed on RIGHT pages. Make sure that your answers are recorded in the appropriate block on every page. **DO NOT MAKE ANY MARKS OTHER THAN YOUR ANSWERS!**
- Each time you start a new page in your RESPONSE BOOKLET, check the page on your TASK BOOKLET. See that the numbers match; then mark the page number in "Box X" in the response page (see instructions at the top of response page). This is necessary for computer processing.
- For each task, indicate on the response page under:
Column A -
How often you did this task within the last month.
(If you were on leave, consider your immediate past working month.)
 - 0 = Did not do
 - 1 = Did less than 5 times
 - 2 = Did 5 to 20 times
 - 3 = Did 21 to 50 times
 - 4 = Did 51 to 100 times
 - 5 = Did more than 100 times

If answer in Column A is 0, go to the next statement. If answer is 1, 2, 3, 4 or 5, answer also Columns B, C & D.

Column B

Indicate the approximate time you spent the last time you performed this task.

0 = less than one minute

1 = 1 to 4 minutes

2 = 5 to 10 minutes

3 = 11 to 20 minutes

4 = 21 to 30 minutes

5 = 31 to 60 minutes

6 = 1 to 2 hours

7 = more than 2 hours

Column C

Do you ever delegate this task to enlisted personnel?

0 = No

1 = Yes

Column D

Would you delegate this task to appropriately trained enlisted allied health personnel?

0 = No

1 = Yes, but only with direct supervision

2 = Yes, without direct supervision

- Please tear the enclosed tab at the perforation and use the side which reads, "How to Respond to Part II A and B". It contains the above instructions in abbreviated form.
- All of the tasks in Part II (A and B) are to be answered using these instructions.
- After completing Part II A and B, please read instructions for Part III on the tan page preceding page 18.

DO NOT LOSE THIS TAB

HOW TO RESPOND TO PART IIA AND B

PAGES 01 TO 17

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT; IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A

B

C

D

FREQUENCY

TIME CONSUMED

DO YOU EVER
DELEGATE TASK
TO ENLISTED
PERSONNEL?

0=DID NOT DO LAST MONTH
1=DID LESS THAN 5 TIMES
2=DID 5 TO 20 TIMES
3=DID 21 TO 50 TIMES
4=DID 51 TO 100 TIMES
5=DID MORE THAN 100 TIMES

0=NO
1=YES
2-5 TO 10 MINUTES
3-11 TO 20 MINUTES
4-21 TO 30 MINUTES
5-31 TO 60 MINUTES
6-1 TO 2 HOURS
7-MORE THAN 2 HOURS

DO YOU DELEGATE THIS
TASK TO APPROPRIATELY
TRAINED ENLISTED
HEALTH PERSONNEL?

0=NO
1=YES

1-YES, BUT ONLY WITH
DIRECT SUPERVISION
2-YES, WITHOUT
DIRECT SUPERVISION

DO NOT LOSE THIS TAB

HOW TO RESPOND TO PART III

PAGES 18 TO 29

(RESPOND ONLY TO THE PAGE CORRESPONDING TO YOUR SPECIALTY)

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COL. B.

A	B	C	D
FREQUENCY	TIME CONSUMED	DISREGARD	DISREGARD
0 = DID NOT DO LAST MONTH	0 = LESS THAN 1 MINUTE		
1 = DID LESS THAN 5 TIMES	1 = 1 TO 4 MINUTES		
2 = DID 5 TO 20 TIMES	2 = 5 TO 10 MINUTES		
3 = DID 21 TO 50 TIMES	3 = 11 TO 20 MINUTES		
4 = DID 51 TO 100 TIMES	4 = 21 TO 30 MINUTES		
5 = DID MORE THAN 100 TIMES	5 = 31 TO 60 MINUTES		
	6 = 1 TO 2 HOURS		
	7 = MORE THAN 2 HOURS		

Part II A
LIST OF ADMINISTRATIVE TASKS
(Pages 01 to 08)

I TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 1
OF RESPONSE BOOKLET

- 1 | PLAN THE DEPARTMENT/UNIT PHYSICAL LAYOUT
- 2 | DETERMINE THE PHYSICAL LAYOUT OF WORK AREA FURNITURE/EQUIPMENT
- 3 | INITIATE NEW OR CHANGED TECHNICAL PROCEDURES
- 4 | DOCUMENT NEW OR CHANGED PROCEDURES
- 5 | ASSIGN SPACE FOR EQUIPMENT AND SUPPLIES
- 6 | ARRANGE FOR REPLACEMENT/REPAIR OF EQUIPMENT AS REQUIRED
- 7 | PLAN RECORD KEEPING SYSTEM FOR THE SECTION/DEPARTMENT/ACTIVITY
- 8 | SUPERVISE THE MAINTENANCE OF OFFICE RECORDS
- 9 | ADMINISTER/MAINTAIN UNIT LIBRARY
- 10 | PREPARE BUDGET
- 11 | ADMINISTER BUDGET
- 12 | APPROVE REQUISITIONS
- 13 | REVIEW REQUISITIONS
- 14 | GIVE DIRECT SUPERVISION FOR THE PREPARATION OF REQUISITIONS/PURCHASE ORDERS/WORK REQUESTS
- 15 | MONITOR THE EXPENDITURES AND UTILIZATION OF FUNDS
- 16 | MAKE RECOMMENDATIONS ON BUDGET PROPOSALS
- 17 | EVALUATE NEW EQUIPMENT, I.E. USER TEST
- 18 | COMPOSE INITIAL PROJECTIONS FOR EQUIPMENT NEEDS
- 19 | PROJECT COSTS FOR EQUIPMENT NEEDS
- 20 | MAKE RECOMMENDATIONS ON PURCHASE/REPLACEMENT OF EQUIPMENT/SUPPLIES
- 21 | APPROVE/DISAPPROVE NEW EQUIPMENT REQUESTS
- 22 | NEGOTIATE WITH VENDORS, E.G. COST, DELIVERY SCHEDULE
- 23 | COORDINATE ON EQUIPMENT LOANS, BORROWING OF MEDICAL/DENTAL SUPPLIES/TRAINING AIDS
- 24 | COORDINATE COST REDUCTION PROGRAMS
- 25 | IMPLEMENT COST REDUCTION PROGRAMS

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 1
OF RESPONSE BOOKLET

26 | RECOMMEND CHANGE IN MANPOWER LEVELS

27 | EVALUATE THE PERFORMANCE OF PERSONNEL

28 | MAKE RECOMMENDATIONS ON/APPROVE/DISAPPROVE PERSONNEL REQUESTS TO
ATTEND MEETINGS/CONFERENCES

29 | COMPOSE/OR REVISE JOB/POSITION DESCRIPTIONS

30 | REQUEST/RECOMMEND ADDITIONAL PERSONNEL WHEN REQUIRED

31 | GIVE DIRECT SUPERVISION TO EMPLOYEES

32 | GIVE DIRECT SUPERVISION TO CORPSMEN/TECHNICIANS

33 | HIRE/FIRE CIVILIAN PERSONNEL

34 | RECOMMEND THE HIRING/TERMINATION OF PERSONNEL

35 | RECOMMEND DISCIPLINARY ACTION FOR PERSONNEL AS REQUIRED

36 | INTERVIEW CANDIDATES FOR EMPLOYMENT

37 | RECOMMEND ASSIGNMENT OF STAFF PERSONNEL TO UNIT/HARD

38 | DETERMINE CONTENT OF MILITARY REPORTS ON PERSONNEL, E.G.
EVALUATION REPORTS

39 | AUTHORIZE EMERGENCY PASSES

40 | AUTHORIZE EXCUSED/LIGHT DUTIES

41 | COORDINATE WITH ADMIN STAFF OF BASE/UNIT REGARDING POLICIES
AFFECTING STAFF

42 | BRIEF THE COMMANDING OFFICER

43 | COORDINATE WITH HOSPITAL/DEPARTMENT SUPPORT SERVICES, E.G.
SOCIAL SERVICES, RED CROSS

44 | COORDINATE WITH OTHER HEALTH AGENCIES REGARDING HEALTH MATTERS,
E.G. QUARANTINE

45 | COORDINATE ASSIGNMENT OF HOSPITAL AUXILIARIES

46 | COORDINATE WITH BUMED ON MATTERS PERTAINING TO PERSONNEL

47 | CERTIFY QUALITY OF WORK PERFORMED BY CIVILIAN CONTRACTORS

48 | DETERMINE DUTIES FOR PERSONNEL

49 | INTERVIEW/COUNSEL/ADVISE STAFF

50 | DETERMINE ELIGIBILITY OF INDIVIDUALS TO RECEIVE HEALTH CARE IN
ACCORDANCE WITH REGULATIONS

1	APPROVE/AUTHORIZE OVERTIME FOR CIVILIAN STAFF
2	DEVELOP IMPROVED WORK METHODS AND PROCEDURES
3	DEVELOP/ESTABLISH STANDARDS TO EVALUATE MANPOWER PERFORMANCE
4	EVALUATE THE ADEQUACY/EFFECTIVENESS OF ROUTINE REPORTS
5	REVIEW/COMMENT ON/FORWARD PERSONNEL REQUESTS/MEMOS/LETTERS
6	REVIEW DUTY/WARD LOG BOOK
7	ROTATE PERSONNEL DUTIES, E.G. FOR EXPERIENCE/VARIETY
8	RECOMMEND PERSONNEL FOR REASSIGNMENT, I.E. NEW COMMAND
9	PREPARE STANDING OPERATING PROCEDURES, GUIDES AND INSTRUCTIONS FOR USE BY PERSONNEL
10	REVIEW SUGGESTIONS AND COMPLAINTS FROM PERSONNEL
11	PLAN FOR OVERTIME/LEAVE/LIBERTY/TIME OFF
12	PLAN FACILITY MANNING LEVELS
13	CONDUCT COMMAND INSPECTIONS
14	COORDINATE/ARRANGE FOR USE OF ROOMS, E.G. LECTURES, CONFERENCE
15	PLAN RECREATION PROGRAMS
16	VERIFY ENLISTED NAVY HEALTH RECORDS
17	PROVIDE INFORMATION ON QUESTIONS ABOUT CHAMPUS PROGRAM, E.G. ELIGIBILITY, PROCEDURES
18	ESTABLISH CRITERIA/GUIDELINES FOR POSITIONS FOR SUBORDINATE PERSONNEL, E.G. WORK POSITIONS
19	INTERPRET/REVIEW CONFIDENTIAL REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS, SECURITY CLEARANCES
20	DESIGN STATUS BOARDS/CHARTS
21	ASSIST IN COMMAND INSPECTIONS
22	ARRANGE TIME/DETAIL SCHEDULES
23	APPROVE TIME/DETAIL SCHEDULES
24	ADJUST DAILY ASSIGNMENT SHEET/WORK SCHEDULE AS NEEDED
25	CERTIFY CIVILIAN ATTENDANCE

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 2
OF RESPONSE BOOKLET

26 ASSIST IN COMPOSING/REVISING JOB DESCRIPTIONS

27 PROCESS PERSONNEL REQUESTS

28 PREPARE HAWD REPORT

29 REVIEW REPORTS/REQUESTS FOR PROPER PREPARATION AND COMPLETION

30 RECOMMEND/GIVE ADVICE FOR WORK SIMPLIFICATION/MEASUREMENT STUDIES

31 PLACE PATIENT/PERSONNEL ON REPORT

32 PREPARE MISCELLANEOUS CHITS, E.G., SPECIAL REQUESTS, CHECK CHITS

33 APPROVE SPECIAL REQUEST/REQUISITION CHITS

34 COMPOSE AND PREPARE INSPECTION REPORTS

35 COUNSEL PERSONNEL ON REENLISTMENT/REENLISTMENT PROGRAMS

36 CERTIFY INVOICES FOR PAYMENT OF FUNDS

37 INTERPRET BUPERS MANUALS/INSTRUCTIONS/NOTICES

38 INSPECT FOR PROPER UTILIZATION OF FORMS BY PERSONNEL

39 EVALUATE READINESS CAPABILITY OF UNIT

40 COUNSEL EMPLOYEE/STAFF

41 ASSIGN PERSONNEL TO DUTIES/WORK ACCORDING TO SCHEDULE

42 MAINTAIN CIVILIAN EMPLOYEE RECORDS AND REPORTS

43 AUTHORIZE ANNUAL/SICK LEAVE

44 ENSURE THAT ALL PERSONNEL MAINTAIN PROPER MILITARY BEARING, E.G. CLEANLINESS, ATTIRE

45 KEEP PERSONNEL INFORMED OF ADMINISTRATIVE COMMUNICATION CHANGES

46 RECOMMEND PERSONNEL FOR PROMOTION/DEMOTION

47 RECOMMEND PERSONNEL FOR EDUCATION/TRAINING

48 ENSURE THAT PERSONNEL ARE AWARE OF HEALTH SERVICES AVAILABLE

49 MAINTAIN DUTY/CALL/EMERGENCY RECALL ROSTER

50 MAINTAIN RECORDS OF SPECIAL DUTY NURSES/CIVILIAN NURSES EMPLOYED

1 TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 3
OF RESPONSE BOOKLET

- 1 | MAINTAIN NAVY DIRECTIVES ISSUANCE SYSTEM (INSTRUCTIONS AND NOTICES)
- 2 | COMPILE/UPDATE MAILING/ADDRESS LIST
- 3 | MAINTAIN ATTENDANCE RECORDS
- 4 | MAINTAIN PERSONAL RECORDS OF THE STAFF, E.G. BOOK LOG, STATUS BOARDS
- 5 | FILL OUT TIME SHEETS
- 6 | PREPARE WORK ORDERS/WORK REQUESTS
- 7 | DRAFT OFFICIAL CORRESPONDENCE
- 8 | DICTATE LETTERS/REPORTS
- 9 | TYPE
- 10 | PREPARE DIRECTORIES
- 11 | PREPARE AUTOMATED DATA PROCESSING CODE SHEETS
- 12 | PREPARE NECESSARY PAPERWORK FOR MEDICAL BOARDS
- 13 | MAKE ADMINISTRATIVE ARRANGEMENTS FOR MEDICAL BOARDS
- 14 | TAKE ACTION ON NAVY DIRECTIVES, I.E. INSTRUCTIONS AND NOTICES
- 15 | COMPOSE COMMAND DIRECTIVES ACCORDING TO SPECIFICATIONS
- 16 | UP-DATE/REVISE COMMAND DIRECTIVES
- 17 | PERFORM ADMINISTRATIVE ERRANDS, E.G. PICK-UP PAYCHECKS, DELIVER/RETURN TIME CARDS
- 18 | SORT/FORWARD MAIL
- 19 | WRITE/ENTER INTO LOG MINUTES/NOTES OF MEETINGS
- 20 | REVIEW INCOMING MESSAGES/MEMOS
- 21 | MAKE ENTRIES INTO DEPARTMENTAL LOG FOR COMMAND
- 22 | PREPARE WATCH LISTS
- 23 | PREPARE LEAVE REQUEST FORMS
- 24 | PREPARE PERIODIC REPORTS FOR COMMAND, E.G. DEPARTMENT PATIENT CENSUS
- 25 | EDIT COMMAND DIRECTIVES

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 3
OF RESPONSE BOOKLET

26 | ARRANGE FOR BRIEFINGS

27 | CONDUCT BRIEFINGS

28 | COMPOSE/DRAFT AN AGENDA FOR STAFF MEETINGS

29 | CONDUCT STAFF MEETINGS TO DISCUSS PLANS/ACTIVITIES/PROBLEMS

30 | COORDINATE WITH OTHER DEPARTMENTS CONCERNING PROTOCOL
VISITS/CIVILIAN TOURS

31 | COORDINATE WITH CIVILIAN ORGANIZATIONS, GROUPS, E.G.
TOASTMASTERS, SCHOOLS

32 | ANSWER QUERIES FROM CIVILIAN ASSOCIATIONS/INDIVIDUALS

33 | REFER ONWARD TO THE PROPER PERSONNEL QUERIES FROM CIVILIAN
ASSOCIATIONS/INDIVIDUALS

34 | SERVE AS MESS/CLUB/INSTITUTE COMMITTEE MEMBER

35 | ESTABLISH LIAISON WITH CIVILIAN SPECIALISTS/CONSULTANTS

36 | CONDUCT TOURS OF FACILITY FOR VISITORS

37 | COORDINATE STAFFING ARRANGEMENTS

38 | PREPARE DRAFT OF OFFICER FITNESS REPORTS FOR REVIEW

39 | ESTABLISH DUTY/CALL/EMERGENCY RECALL ROSTER

40 | INVESTIGATE/REPORT ON INJURIES/INCIDENTS TO
PATIENTS/STAFF/VISITORS

41 | ENSURE THAT SAFE INDUSTRIAL PRACTICES ARE ADHERED TO, E.G. USE
OF PROTECTIVE EYE GLASSES

42 | SUPERVISE DISASTER CONTROL PROGRAM

43 | EVALUATE HOSPITAL FIRE DRILL

44 | ORGANIZE/PREPARE A MASS CASUALTY PLAN

45 | ORGANIZE/PREPARE A MINOR CASUALTY PLAN

46 | MAINTAIN INVENTORY OF PRECIOUS METALS/NARCOTICS

47 | PREPARE NECESSARY PAPERWORK TO UPDATE ORGANIZATION CHARTS

48 | PREPARE MUSTER REPORT

49 | PREPARE VARIOUS ADMINISTRATIVE BOARD REPORTS

50 | MAKE ENTRIES INTO SERVICE RECORDS

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 4
OF RESPONSE BOOKLET

- 1 | REVIEW CONTENT OF MILITARY REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS
- 2 | DRAFT COMMENDATORY AWARDS FOR SUBORDINATES, E.G. LETTERS OF APPRECIATION
- 3 | MAINTAIN CONTROL OVER CLASSIFIED MATERIAL
- 4 | RECOMMEND WARD/UNIT SHAKEDOWN
- 5 | ASSIST IN COMMAND PERSONNEL INSPECTIONS
- 6 | ORGANIZE/PREPARE FOR CEREMONIES, E.G. COMMAND CHANGE, REINLISTMENT
- 7 | INSTRUCT/DIRECT PERSONNEL IN MAINTAINING SECURITY STANDARDS
- 8 | REMIND PERSONNEL IN OCCUPATIONALLY HAZARDOUS AREAS TO GET REQUIRED LAB TEST/PHYSICALS
- 9 | REQUEST SPECIFIC LAB TEST/PHYSICALS FOR PERSONNEL EXPOSED TO TOXIC GASES/FUMES
- 10 | CARRY OUT OFFICE/AREA/UNIT SECURITY MEASURES
- 11 | CONDUCT SECURITY INSPECTIONS
- 12 | COORDINATE WITH INTELLIGENCE USERS AND AGENCIES
- 13 | INSPECT LIVING QUARTERS
- 14 | SERVE ON DAMAGE CONTROL TEAM
- 15 | SERVE AS MEMBER OF ALCOHOL AND NARCOTIC INVENTORY BOARD
- 16 | SERVE AS CASUALTY CARE COORDINATOR
- 17 | PREPARE FOR INSPECTIONS
- 18 | PERFORM DAILY MAINTENANCE INSPECTION OF WORKSPACES
- 19 | MAINTAIN CUSTODY OF CLASSIFIED INFORMATION
- 20 | ASSIST IN COMMAND MATERIAL INSPECTIONS
- 21 | ANALYZE TRAINING STATUS OF THE DEPARTMENT
- 22 | APPROVE REQUESTS FOR TRAINING AIDS/MATERIALS/BOOKS
- 23 | COUNSEL TRAINEES REGARDING FIRST TOUR ASSIGNMENT
- 24 | COUNSEL PERSONNEL/TRAINEES ON CAREER PLANS, E.G. AVAILABILITY OF EDUCATIONAL PROGRAMS
- 25 | MAINTAIN LIBRARY/LITERATURE ON EDUCATION/TRAINING OPPORTUNITIES

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 4
OF RESPONSE BOOKLET

26 | NOMINATE INDIVIDUALS FOR EDUCATION/TRAINING PROGRAM ATTENDANCE
|
27 | ORIENT TRAINEES/STUDENTS TO PROGRAM, I.E. OBJECTIVES OF PROGRAM,
| CLASS SCHEDULE
|
28 | SELECT WORK EXPERIENCES FOR STUDENT/TRAINEE
|
29 | CONFER WITH INSTRUCTIONAL STAFF ON INDIVIDUAL STUDENT PROBLEMS
|
30 | DEMONSTRATE NEW EQUIPMENT OR PRODUCTS TO STUDENTS/STAFF
|
31 | POST/ENTER TRAINING INFORMATION INTO INDIVIDUAL RECORDS
|
32 | SUPERVISE/DIRECT UNIT'S OJT PROGRAM
|
33 | PREPARE CLASS RECORDS
|
34 | WRITE REPORT ON TRAINING FOR BUMED
|
35 | SELECT INSTRUCTORS FOR TRAINING PROGRAM
|
36 | SUGGEST TOPICS FOR CLASSES/CONFERENCES
|
37 | COORDINATE DOCTORS/GUESTS LECTURES
|
38 | WRITE REPORTS FOR CLASSES/CONFERENCES
|
39 | COMPOSE STUDENT EVALUATION REPORT
|
40 | TRAIN OTHER EMPLOYEES
|
41 | DESIGN IN-SERVICE TRAINING COURSES
|
42 | CONDUCT IN-SERVICE TRAINING COURSES
|
43 | ARRANGE FOR USE OF LECTURE/TEACHING/DEMONSTRATION AIDS AND
| EQUIPMENT
|
44 | CONDUCT TEACHING ROUNDS
|
45 | PLAN INSTRUCTIONAL - STAFF MEETINGS
|
46 | PLAN CONFERENCES FOR STUDENTS DURING PRACTICAL TRAINING
|
47 | TEACH FORMAL CLASSES
|
48 | DEMONSTRATE CLINICAL PROCEDURES USING PATIENT/SUBJECT
|
49 | SELECT TOPICS FOR STAFF LECTURE SERIES
|
50 | EVALUATE/SELECT AUDIOVISUAL MATERIALS, E.G. FILMS

1 TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 5
OF RESPONSE BOOKLET

- 1 | ADMINISTER EXAMINATIONS
- 2 | EVALUATE STUDENTS PERFORMANCE/PROGRESS
- 3 | ASSIGN GRADES FOR INDIVIDUAL PERFORMANCE
- 4 | SELECT CLINICAL MATERIAL FOR INSTRUCTIONAL PURPOSES, E.G. PATIENTS, CASE STUDIES
- 5 | IDENTIFY PERSONNEL AVAILABLE TO PARTICIPATE IN EDUCATION AND TRAINING PROGRAMS
- 6 | TRAIN INSTRUCTORS
- 7 | PLAN CONTENT FOR OJT PROGRAM
- 8 | EVALUATE EFFECTIVENESS OF UNIT'S OJT PROGRAM
- 9 | EVALUATE TEACHER EFFECTIVENESS
- 10 | COORDINATE WITH SUPERVISORS/INSTRUCTORS ON STUDENT TRAINING
- 11 | COUNSEL STUDENTS/STAFF CONCERNING ACADEMIC PROGRAMS
- 12 | COUNSEL TRAINEE (STUDENT) WHO HAS FAILED TRAINING PRUGPAM
- 13 | SERVE AS CONSULTANT, GUEST LECTURER
- 14 | SET UP CLASSROOMS/CONFERENCE SPACES, AUDITORIUMS FOR CLASSES, CONFERENCES, WORKSHOPS, LECTURES
- 15 | MAKE RECOMMENDATIONS CONCERNING DISENROLLMENT OF STUDENTS
- 16 | LECTURE/ORIENT PERSONNEL ON ALCOHOL AND DRUG ABUSE
- 17 | LECTURE/ORIENT PERSONNEL ON DENTAL CARE AND HYGIENE
- 18 | LECTURE/ORIENT PERSONNEL ON VD AND OTHER SOCIAL DISEASES
- 19 | INSTRUCT ON PERSONAL HYGIENE
- 20 | INSTRUCT ON NON-PROFESSIONAL SUBJECTS
- 21 | GIVE FIRST AID INSTRUCTION
- 22 | SPEAK/PARTICIPATE IN COMMUNITY AFFAIRS, E.G. PTA, HEALTH SOCIETIES
- 23 | CONSULT WITH STAFF TO DESIGN/AMEND/UPDATE PROCEDURES /TECHNIQUES
- 24 | PLAN/CONDUCT COMBAT TRAINING FOR MEDICAL PERSONNEL
- 25 | READ/REVIEW MEDICAL/DENTAL LITERATURE

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 5
OF RESPONSE BOOKLET

26. |RESEARCH MATERIAL FOR PROJECTS, I.E. COMPILE STATISTICS, GATHER
|DATA FROM DIFFERENT SOURCES

27. |PARTICIPATE IN RESEARCH STUDIES/PROJECT E.G. RESPOND TO SURVEYS

28. |MAKE FINAL DECISION ON REJECTION/ACCEPTANCE OF DRAFTS/FINAL
|TYPED MATERIAL

29. |PROOF READ CORRESPONDENCE/PUBLICATIONS

30. |EDIT/PREPARE PROFESSIONAL ARTICLES/REPORTS FOR
|PUBLICATION/SUBMISSION

31. |DELIVER/READ TECHNICAL PAPERS AT CONFERENCES/CLASSES/CONVENTIONS

32. |WRITE USER INSTRUCTIONS FOR NEW EQUIPMENT OR NEW PROCEDURES

33. |ATTEND PROFESSIONAL MEETINGS

34. |ADVISE LIBRARIAN ON MAINTENANCE AND PURCHASE OF
|MEDICAL/TECHNICAL PUBLICATIONS

35. |DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME
|LIMIT/EXPIRATION DATE

36. |INSPECT THAT SUPPLIES/MATERIALS/EQUIPMENT ARE STORED PROPERLY

37. |CHECK INSTRUMENTS AND SUPPLIES FOR STERILIZATION INDICATORS

38. |DETERMINE ADEQUACY OF STERILIZATION PROCEDURES

39. |INSPECT SUPPLIES/EQUIPMENT FOR
|ACCEPTABILITY/DAMAGE/LOSS/PILFERAGE

40. |ISSUE SUPPLIES/INSTRUMENTS/EQUIPMENT/MATERIALS

41. |MAINTAIN STOCK OF STERILE SUPPLIES

42. |MAINTAIN UNIT/WARD/SECTION FIRST AID AND EMERGENCY EQUIPMENT

43. |MAINTAIN STOCK OF SUPPLIES/MATERIALS/SPARE PARTS FOR UNIT

44. |VERIFY/SIGN OFF ON REQUISITIONS/RECEIPTS FOR
|SUPPLIES/EQUIPMENT/MATERIAL

45. |VERIFY AND CO-SIGN INVENTORY

46. |INSPECT X-RAY FILM QUALITY TO EVALUATE DEVELOPMENT TECHNIQUES

47. |ESTABLISH SUPPLY USAGE RATE

48. |ORDER STOCK MEDICATIONS FROM PHARMACY

49. |PREPARE AND MAINTAIN ANTIDOTE SECTION/LOCKER

50. |SAFEGUARD POISONS

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 6
OF RESPONSE BOOKLET

- 1 | ANSWER PERSONNEL INQUIRIES REGARDING MIXING/ADMINISTERING DRUGS
- 2 | INSPECT DRUG STORAGE IN WARD/CLINIC/DEPARTMENT
- 3 | OBTAIN DRUG SAMPLES/LITERATURE FROM DRUG COMPANY
- 4 | DELIVER NARCOTICS/CONTROLLED DRUGS/ALCOHOL TO WARD/CLINIC/OTHER DEPARTMENTS
- 5 | SEARCH FOR UNACCOUNTABLE WARD/CLINIC NARCOTICS/CONTROLLED DRUGS
- 6 | CHECK/COUNT NARCOTICS/CONTROLLED DRUGS
- 7 | ORDER NARCOTICS AND CONTROLLED DRUGS FROM THE PHARMACY
- 8 | PERFORM PREVENTIVE MAINTENANCE
- 9 | USE AND EVALUATE NEW EQUIPMENT/MATERIAL (USER-TRIAL)
- 10 | CONDUCT AUDITS/INVENTORY ALCOHOL/PRECIOUS METALS/NARCOTICS
- 11 | DETERMINE EQUIPMENT/SUPPLIES FOR EMERGENCIES/EXERCISES
- 12 | EVALUATE THE MAINTENANCE AND USE OF SUPPLIES, EQUIPMENT AND WORK SPACE
- 13 | SUPERVISE ROUTINE EQUIPMENT MAINTENANCE FOR SECTION/UNIT
- 14 | CONFER/VISIT MANUFACTURERS/CONTRACTORS TO OBTAIN FIRST HAND KNOWLEDGE OF EQUIPMENT/SUPPLIES
- 15 | CONSULT ON CENTRAL/LOCAL SUPPLY PROBLEMS/PROCEDURES
- 16 | COORDINATE WITH MANUFACTURERS/CONTRACTORS FOR EQUIPMENT REPAIR/MAINTENANCE
- 17 | DETERMINE IF EQUIPMENT NECESSITATES REPAIR/SERVICE
- 18 | COORDINATE WITH OTHER SECTIONS FOR ASSISTANCE IN FABRICATING EQUIPMENT
- 19 | ORDER SUPPLIES/EQUIPMENT THROUGH FEDERAL SUPPLY SYSTEM
- 20 | RECEIVE AND PROCESS MATERIAL COMPLAINTS
- 21 | RESEARCH LOCAL MEDICAL/DENTAL SUPPLY PURCHASE RATES
- 22 | MAKE LOCAL (OPEN) PURCHASE OF SUPPLIES
- 23 | ASSIST IN PRECIOUS METALS/NARCOTICS INVENTORY
- 24 | PREPARE PAPERWORK FOR EQUIPMENT REPAIR/MAINTENANCE
- 25 | PREPARE LOCAL, OPEN PURCHASE HIGH-DOLLAR ITEMS REPORT.
(NAVMED-6700/2)

GO TO RIGHT HAND PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 6
OF RESPONSE BOOKLET

26 | PREPARE LINEN INVENTORY (NAVMED-6770/1)

27 | PREPARE LAUNDRY LIST (NAVMED-6770/3)

29 | ARRANGE FOR HOUSEKEEPING/CLEANLINESS OF AREA

29 | DETERMINE AND CONTROL SOURCES OF BACTERIAL CONTAMINATION

30 | REVIEW AND EVALUATE ASEPTIC TECHNIQUES

31 | INSPECT SPACES FOR INSECT INFESTATION

32 | CHECK EQUIPMENT FOR ELECTRICAL HAZARDS AND GROUNDS

33 | INSPECT FIRE EQUIPMENT

34 | PROVIDE ADVICE ON SAFETY EQUIPMENT IMPROVEMENTS

35 | PERFORM ROUTINE SAFETY INSPECTIONS

36 | DO SUPPLY/EQUIPMENT INVENTORY

37 | SURVEY EQUIPMENT TO DETERMINE CONTINUED SERVICEABILITY/USABILITY

38 | PREPARE REQUISITIONS FOR SUPPLIES/EQUIPMENT

39 | PREPARE INVENTORY REPORTS

40 | MAINTAIN A SUPPLY (EQUIPMENT, MATERIALS) INVENTORY SYSTEM

41 | OBTAIN CLARIFICATION OF CONFLICTING DOCTOR'S ORDERS

42 | VERIFY COMPLETENESS OF DOCTOR'S ORDERS, E.G. FOR ALL ROUTINE ADMISSION OR PRE-OP ORDERS

43 | VERIFY THAT DOCTOR'S ORDERS ARE UP-TO-DATE, E.G. TREATMENT, MEDICATION, DIET

44 | FOLLOW UP PATIENT TO DETERMINE IF NEEDED SERVICES WERE OBTAINED

45 | COORDINATE PATIENT TREATMENT PLAN WITH OTHER DEPARTMENTS/AGENCIES

46 | COMPLETE REPORT FORMS ON ADVERSE DRUG REACTION

47 | COMPILE LIST OF MEDICATION ORDERS REQUIRING DOCTOR'S RENEWAL

48 | INFORM PHARMACIST OF NEW OR RENEWED PRESCRIPTIONS BY TELEPHONE

49 | CONFIRM TELEPHONE INQUIRIES ON REFILLS, NEW PRESCRIPTIONS

50 | CHECK AND SIGN PRESCRIPTIONS

I TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 7
OF RESPONSE BOOKLET

- 1 | ASSESS COMPLETENESS OF LABORATORY REPORTS
- 2 | COORDINATE WITH HOSPITAL ON ADMISSION OF PATIENTS
- 3 | NOTIFY NEXT-OF-KIN WHEN REQUIRED
- 4 | SUPERVISE PATIENT EVACUATION, E.G. ENSURE PATIENT IS MEDICALLY SECURED FOR TRANSPORT
- 5 | DETERMINE STAFF/PATIENT RATIOS
- 6 | OBTAIN CONSENTS FOR PROCEDURES/AUTOPSY
- 7 | COORDINATE WITH THE APPROPRIATE AUTHORITIES WHEN DEATH OCCURS, E.G. CORONER
- 8 | ASSIST PATIENTS WHO HAVE DIFFICULTY DEALING WITH OTHER AGENCIES
- 9 | ADVISE PATIENT OF RIGHTS IN REGARD TO MEDICAL BOARDS
- 10 | COUNSEL PATIENTS ON ADMINISTRATIVE/LEGAL MATTERS
- 11 | PERFORM QUALITATIVE ANALYSIS OF HEALTH RECORD
- 12 | MAINTAIN MEDICAL/DENTAL RECORDS
- 13 | ANSWER TELEPHONE/TAKE MESSAGES, MEMOS
- 14 | ASSIGN WORK TO PATIENTS
- 15 | ARRANGE TRANSPORTATION FOR PATIENTS/PERSONNEL
- 16 | CHECK RECORDS FOR UP-TO-DATE IMMUNIZATIONS/X-RAYS/PHYSICALS
- 17 | FILE COMPLETED/RETURNED CHITS/REPORTS IN PATIENT RECORD
- 18 | PROCESS PATIENT ADMISSIONS/DISCHARGES/TRANSFERS
- 19 | ARRANGE FOR SPECIAL OR LATE MEALS FOR PATIENTS/VISITOR/STAFF
- 20 | SCHEDULE APPOINTMENTS FOR CLINIC/DEPARTMENT, E.G., MAINTAIN APPOINTMENT BOOK
- 21 | CONTACT OTHER DEPARTMENTS TO OBTAIN/COORDINATE PATIENT/PERSONNEL APPOINTMENTS
- 22 | INFORM HOSPITAL AUTHORITIES OF PATIENTS CONDITION
- 23 | IDENTIFY RADIOPH
- 24 | CHECK PATIENTS CHART/HEALTH RECORD FOR COMPLETENESS OF FORMS/REPORTS/RECORDS
- 25 | ASSEMBLE CHART, REQUISITIONS FOR PHYSICAL EXAMINATION

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 7
OF RESPONSE BOOKLET

26 | LOCATE LAB/EXAMINATION REPORTS/HEALTH RECORDS/CHARTS

27 | PREPARE/UPDATE DIET LIST

28 | LOG ANALYSIS RESULTS

29 | MAINTAIN TECHNIQUE CHARTS

30 | MAINTAIN X-RAY FILM LIBRARY/FILE

31 | MAINTAIN CARDEX FILE/SYSTEM

32 | PREPARE PERSONAL EFFECTS REPORT/REQUIRED DOCUMENT/PAPERWORK WHEN DEATH OCCURS

33 | PREPARE REQUISITIONS FOR DIAGNOSTIC PROCEDURES, E.G. LAB, X-RAY

34 | REPORT INFECTIONS TO INFECTION COMMITTEE

35 | REPORT PATIENT CENSUS/INFORMATION TO COMMANDING OFFICER, E.G. MORNING REPORT

36 | CHECK CONSULTATION REQUESTS TO INSURE THE CORRECT STUDY IS TO BE CARRIED OUT

37 | REVIEW AND FOLLOW THROUGH ON COMPLETED CONSULT REPORTS

38 | LOG IN PATIENTS TO CLINIC/DEPARTMENT/SICK CALL

39 | RECORD ADMINISTRATION OF MEDICATION ON PATIENT HEALTH RECORD

40 | ADJUST/COORDINATE CHANGES IN PATIENT SCHEDULES AS NEEDED

41 | ASSIST PEOPLE IN FINDING CLINICS AND SPACES

42 | PREPARE BIRTH CERTIFICATES/PAPERWORK WHEN BIRTH OCCURS

43 | PREPARE REPORT OF MEDICAL EXAMINATION

44 | OBTAIN/WITNESS PATIENT'S SIGNATURE FOR RELEASE OF MEDICAL INFORMATION, E.G., X-RAYS, RECORDS

45 | PREPARE PATIENT LIBERTY LIST

46 | ASSEMBLE PATIENT CHART, RECORDS, PAPERWORK FOR NEW ADMISSION/DISCHARGE/TRANSFER

47 | ASSEMBLE PATIENT CHART, RECORDS, X-RAYS FOR PRE-OP

48 | OBTAIN PATIENT'S PAST HOSPITALIZATION RECORDS/X-RAYS

49 | ENTER PATIENT IDENTIFICATION INFORMATION ON TO REPORTS/RECORDS

50 | COORDINATE PATIENT TRANSFER WITHIN HOSPITAL

1 TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 9
OF RESPONSE BOOKLET

- 1 COORDINATE PATIENT TRANSFER BETWEEN MEDICAL FACILITIES
- 2 CHECK RETURNED LAB REPORT FOR COMPLETION OF REQUESTED TESTS
- 3 CONDUCT LOCKER CHECKS FOR SECURITY ON LOCKED WARDS
- 4 CONFISCATE UNAUTHORIZED DRUGS/OBJECTS
- 5 HELP LOCATE/PROVIDE PATIENT ACCESS TO PATIENT'S BELONGINGS
- 6 NOTIFY SECURITY DEPARTMENT, EG FOR PATIENT ESCAPE, DRUG CONFISCATION
- 7 PREPARE PROSTHETIC CASE RECORD (NAVMED-952)
- 8 ARRANGE FOR PATIENT'S ADMISSION TO HOSPITAL
- 9 EXPLAIN CONSENT FORM; OBTAIN PATIENT SIGNATURE, AND SIGN AS WITNESS TO SIGNATURE
- 10 CONTACT OTHER FACILITIES TO OBTAIN/COORDINATE PATIENT OR DOCTOR APPOINTMENTS
- 11 SIGN FORMS REQUIRING M.D. SIGNATURE, E.G. INSURANCE, TRANSFER, SCHOOL FIRMS
- 12 NOTIFY HEALTH AUTHORITIES OF PATIENT WITH COMMUNICABLE DISEASE
- 13 GIVE/RECEIVE PATIENT CONDITION REPORTS

PLEASE WRITE IN THE SPACE BELOW ANY TIME CONSUMING
ADMINISTRATIVE TASKS YOU PERFORM WHICH WERE NOT
INCLUDED IN THIS SECTION.

Part II B

LIST OF GENERAL PATIENT CARE TASKS

(Pages 09 to 17)

(ANSWER THE TASKS IN THIS SECTION USING THE SAME
INSTRUCTIONS AS IN PART II A.)

1 TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 9
OF RESPONSE BOOKLET

- 1 | PERFORM DIETARY TRIALS IN FOOD ALLERGY
- 2 | PERFORM PATCH TESTS
- 3 | PERFORM WOODS LAMP EXAMINATION
- 4 | EVALUATE NASAL SMEARS FOR EOSINOPHILIA
- 5 | DESENSITIZE PATIENT WITH ALLERGY
- 6 | TEACH PARENT RECOGNITION AND PREVENTION OF FOOD ALLERGIES IN CHILDREN
- 7 | RECOMMEND PROCEDURES OR IMPROVEMENTS FOR CONTROL OF AIR POLLUTANTS, E.G. DUST, FUMES
- 8 | APPLY TOPICAL ANESTHESIA
- 9 | ADMINISTER TISSUE INFILTRATION/LOCAL ANESTHESIA
- 10 | ADMINISTER REGIONAL BLOCK ANESTHESIA
- 11 | EXAMINE GUMS AND TEETH, E.G., FOR GINGIVITIS OR CAVIES
- 12 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF TOOTH/ORAL CAVITY PAIN
- 13 | REMOVE MINOR ORAL LESIONS, E.G. MUCOCELE
- 14 | TEACH PATIENT SELF-CARE PREVENTIVE DENTISTRY MEASURES, E.G. USE OF TOOTHBRUSH, WATER PIC
- 15 | COUNSEL PATIENT/FAMILY ABOUT THE NEED FOR ORTHODONTIC CARE
- 16 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF RASHES, SORES, WARTS, OR OTHER SKIN PROBLEMS
- 17 | EXAMINE FOR PRESENCE OF/OR CONTACT WITH LICE, FLEAS, TICKS, LEACHES
- 18 | EXAMINE FOR CUTANEOUS MANIFESTATIONS OF SYSTEMIC DISEASE
- 19 | EXAMINE AND DESCRIBE BURNS, I. E. SOURCE, AREA, DEGREE
- 20 | PRESCRIBE SYMPTOMATIC TREATMENT FOR SKIN RASHES
- 21 | TAKE SKIN SCRAPE SPECIMEN FROM PATIENT
- 22 | PERFORM PUNCH BIOPSY OF SKIN/MUCOUS MEMBRANE
- 23 | REMOVE SUPERFICIAL BODY FROM TISSUE
- 24 | EXCISE BENIGN SKIN LESION
- 25 | TREAT WART WITH CHEMICAL AGENT

I TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 9
OF RESPONSE BOOKLET

26	EVALUATE NEED FOR EMERGENCY TREATMENT
27	GIVE EMERGENCY TREATMENT/FIRST AID FOR FOOD POISONING
28	GIVE EMERGENCY TREATMENT/FIRST AID FOR CARBON MONOXIDE POISONING
29	GIVE EMERGENCY TREATMENT/FIRST AID FOR SMOKE INHALATION
30	GIVE EMERGENCY TREATMENT/FIRST AID FOR EYE TRAUMA
31	GIVE EMERGENCY TREATMENT/FIRST AID FOR ACUTE URINARY RETENTION
32	GIVE EMERGENCY TREATMENT/FIRST AID FOR ELECTRIC SHOCK
33	GIVE EMERGENCY TREATMENT/FIRST AID FOR DROWNING
34	GIVE EMERGENCY TREATMENT/FIRST AID FOR A CONVULSION
35	GIVE EMERGENCY TREATMENT/FIRST AID FOR CARDIAC ARREST
36	GIVE EMERGENCY TREATMENT/FIRST AID FOR FRACTURES
37	GIVE EMERGENCY TREATMENT/FIRST AID FOR INTERNAL INJURIES
38	GIVE EMERGENCY TREATMENT/FIRST AID FOR EXTERNAL HEMORRHAGE
39	GIVE EMERGENCY TREATMENT/FIRST AID FOR SHOCK
40	GIVE EMERGENCY TREATMENT/FIRST AID FOR ANAPHYLACTIC REACTION
41	GIVE EMERGENCY TREATMENT/FIRST AID FOR SPINAL CORD INJURY
42	GIVE EMERGENCY TREATMENT/FIRST AID FOR INTERNAL HEMORRHAGE
43	GIVE EMERGENCY TREATMENT/FIRST AID FOR DRUG/CHEMICAL INGESTION/POISONING
44	GIVE EMERGENCY TREATMENT/FIRST AID FOR TRAUMATIC AMPUTATION
45	GIVE EMERGENCY TREATMENT/FIRST AID FOR PSYCHIATRIC CRISIS/EPISODE
46	GIVE EMERGENCY TREATMENT/FIRST AID FOR CORNEAL ABRASION
47	GIVE EMERGENCY TREATMENT/FIRST AID FOR SYNCOPE (FAINTING)
48	GIVE EMERGENCY TREATMENT/FIRST AID FOR SPRAIN/STRAIN/TORN LIGAMENT
49	GIVE EMERGENCY TREATMENT/FIRST AID FOR LACERATION
50	GIVE EMERGENCY TREATMENT/FIRST AID FOR INSULIN SHOCK

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 10
OF RESPONSE BOOKLET

- 1 | GIVE EMERGENCY TREATMENT/FIRST AID FOR DIABETIC COMA
- 2 | GIVE EMERGENCY TREATMENT/FIRST AID FOR COLD INJURY, E.G., FROST BITE
- 3 | GIVE EMERGENCY TREATMENT/FIRST AID FOR BITES
- 4 | GIVE EMERGENCY TREATMENT/FIRST AID FOR HEMO/PNEUMOTHORAX
- 5 | GIVE EMERGENCY TREATMENT/FIRST AID FOR BURNS
- 6 | GIVE EMERGENCY TREATMENT/FIRST AID FOR HEAT ILLNESS, E.G. HEAT EXHAUSTION, HEAT STROKE
- 7 | GIVE EMERGENCY TREATMENT/FIRST AID FOR RESPIRATORY IMPAIRMENT
- 8 | ESTIMATE/RECORD BLOOD LOSS FOLLOWING HEMORRHAGE
- 9 | CONTROL BLEEDING BY PRESSURE DRESSING
- 10 | GIVE ARTIFICIAL RESPIRATION
- 11 | GIVE EXTERNAL CARDIAC MASSAGE
- 12 | INTUBATE PATIENT'S TRACHEA/LARYNX
- 13 | DEFIBRILLATE PATIENT
- 14 | PERFORM RECTAL EXAMINATION TO DETECT/RULE OUT ABNORMALITIES
- 15 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF RECTAL BLEEDING
- 16 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF HEMATEMESIS
- 17 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF MELENA
- 18 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF ASCITES
- 19 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF JAUNDICE
- 20 | COLLECT RECTAL SPECIMENS USING STERILE SWAB
- 21 | PERFORM PROCTOSCOPY/SIGMOIDOSCOPY
- 22 | PERFORM GASTROSCOPY
- 23 | PERFORM ESOPHAGOSCOPY
- 24 | INSERT N.G./LEVINE TUBE
- 25 | LAVAGE STOMACH, I.E. IRRIGATE UNTIL CLEAR

I TASK NO. I ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 10
OF RESPONSE BOOKLET

26 TREAT ANAL FISSURE

27 TREAT HEMORRHOIDS MEDICALLY

28 DETERMINE PRIORITIES FOR TREATMENT OF PATIENTS

29 DETERMINE NEED FOR ADMISSION OF PATIENT TO HOSPITAL

30 SCREEN PATIENTS VIA TELEPHONE TO DETERMINE NEED FOR MEDICAL ATTENTION

31 SCREEN PATIENTS ON ARRIVAL TO DETERMINE WHICH STAFF MEMBER PATIENT SHOULD SEE

32 READ/REVIEW PATIENT'S HEALTH RECORD

33 OBTAIN PATIENT'S CHIEF COMPLAINT

34 OBTAIN PERTINENT MEDICAL HISTORY

35 OBTAIN SYSTEMS REVIEW (HISTORY)

36 OBTAIN IMMUNIZATION HISTORY

37 OBTAIN PATIENT'S SOCIAL AND FAMILY HISTORY

38 WRITE ABSTRACT OF PATIENT'S MEDICAL HISTORY

39 WRITE EXAMINATION/PROGRESS/THERAPY NOTES ON PATIENT RECORD

40 MAKE ENTRIES ON PROBLEM-ORIENTED MEDICAL RECORDS

41 ASK PATIENT/CHECK CHART FOR CONTRAINDICATION FOR TREATMENT, PROCEDURE, TEST

42 ORDER DIAGNOSTIC TESTS

43 PLAN/MODIFY DIAGNOSTIC PROCEDURES ACCORDING TO PATIENT'S RESPONSE/NEED

44 REVIEW TEST/EXAMINATION/CONSULTATION REPORTS FOR ABNORMAL (POSITIVE) FINDINGS

45 MEASURE CIRCULATION TIME

46 PERFORM PHYSICAL EXAM

47 EVALUATE PATIENT WITH ELEVATED TEMPERATURE

48 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF HEADACHE

49 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF DEPRESSION

50 ASSESS SIGNS AND SYMPTOMS OF IRRITABILITY, RESTLESSNESS, APPREHENSION

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 11
OF RESPONSE BOOKLET

- 1 | EVALUATE BEHAVIORAL CHANGES OF PATIENT
- 2 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF FATIGUE
- 3 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF DIZZINESS
- 4 | EVALUATE PATIENT WITH HIGH/LOW BLOOD PRESSURE
- 5 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF TROUBLE SWALLOWING
- 6 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF SORE THROAT OR COUGH
- 7 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF SHORTNESS OF BREATH
- 8 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF CHEST PAIN
- 9 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF ABDOMINAL PAIN
- 10 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NAUSEA, VOMITING OR DIARRHEA
- 11 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF HEMOPTYSIS
- 12 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF INDIGESTION
- 13 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF CONSTIPATION
- 14 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF MUSCLE PAIN
- 15 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF LEG PAIN/CRAMP
- 16 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF EXCESSIVE THIRST
- 17 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF FLUID RETENTION
- 18 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF WEIGHT LOSS/WEIGHT GAIN
- 19 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF HAIR LOSS
- 20 | EVALUATE PATIENT WITH GENETIC DISORDER/HISTORY
- 21 | FOLLOW UP TB TEST CONVERTERS (NEGATIVE TO POSITIVE TUBERCULIN)
- 22 | DO FOLLOW UP ON TB CONTACTS FOR EXAMINATION/TREATMENT
- 23 | DO FOLLOW UP ON VD CONTACTS FOR EXAMINATION/TREATMENT
- 24 | PRESCRIBE SYMPTOMATIC TREATMENT FOR FLU
- 25 | PRESCRIBE SYMPTOMATIC TREATMENT FOR COUGH

I TASK NO. I ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 11
OF RESPONSE BOOKLET

26 | PRESCRIBE SYMPTOMATIC TREATMENT FOR INDIGESTION/HFARTBURN

27 | PRESCRIBE SYMPTOMATIC TREATMENT FOR ABDOMINAL PAIN

28 | PRESCRIBE SYMPTOMATIC TREATMENT FOR NAUSEA AND VOMITING

29 | PRESCRIBE SYMPTOMATIC TREATMENT FOR CONSTIPATION

30 | PRESCRIBE SYMPTOMATIC TREATMENT FOR DIARRHEA

31 | PRESCRIBE SYMPTOMATIC TREATMENT FOR MUSCULOSKELETAL PAIN

32 | TAKE ELECTROCARDIOGRAPH (EKG,ECG)

33 | READ/INTERPRET ELECTROCARDIOGRAM

34 | IDENTIFY AND DESCRIBE CARDIAC ARRHYTHMIAS WHICH APPEAR ON MONITOR AND/OR TRACING STRIP

35 | INSERT CENTRAL VENOUS PRESSURE (CVP) CATHETER

36 | CHECK CENTRAL VENOUS PRESSURE

37 | INTERPRET PULMONARY FUNCTION STUDIES

38 | PERFORM A LUMBAR PUNCTURE

39 | ASSESS SIGNS AND SYMPTOMS OF DRUG ABUSE

40 | ASSESS PATIENT WITH A DRUG DEPENDENCY

41 | CONFER WITH PATIENT/FAMILY TO PLAN PATIENT CARE

42 | ASSESS/EVALUATE PATIENT'S/FAMILY'S UNDERSTANDING/ACCEPTANCE OF HEALTH PROBLEMS

43 | EVALUATE PATIENT'S PROGRESS/RESPONSE TO THERAPEUTIC REGIME

44 | DETERMINE IF PATIENT HAS COMPLIED WITH PRESCRIBED TREATMENT REGIMEN

45 | EVALUATE THE NATURE OF PATIENT'S RESISTANCE TO TREATMENT

46 | INFORM PATIENT OF PROCEDURES REQUIRED PRIOR TO/DURING EXAMINATION/TEST/TREATMENT

47 | EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING SYMPTOMS/DISEASE/TREATMENT

48 | EXPLAIN/ANSWER QUESTIONS ABOUT TREATMENT PROCEDURE VIA TELEPHONE

49 | TEACH PATIENT/FAMILY WARNING SIGNS OF CANCER

50 | COUNSEL SEXUAL MATE OF PATIENT WITH VAGINITIS/VENEREAL DISEASE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 12
OF RESPONSE BOOKLET

- 1 | EXPLAIN/ANSWER QUESTIONS ABOUT VENEREAL DISEASE, E.G. PREVENTION, SYMPTOMS
- 2 | RECOMMEND NEED FOR SPECIALTY CONSULT/REFERRAL
- 3 | RECOMMEND NEED FOR PARAMEDICAL CONSULT OR REFERRAL, E.G. SOCIAL WORKER, O.T., P.T.
- 4 | CONFER WITH OTHER M.D.S ON PATIENT MANAGEMENT
- 5 | CONFER WITH ALLIED HEALTH PERSONNEL TO DISCUSS PATIENT PROGRESS/PROBLEMS
- 6 | MAKE HOUSE CALLS
- 7 | MAKE PATIENT ROUNDS OF WARDS/SECTION/UNIT/HOSPITAL
- 8 | CONDUCT TEAM/WARD CONFERENCE (CLASS) ON PROBLEM/PROGRESS OF INDIVIDUAL PATIENT
- 9 | PRESCRIBE MEDICATIONS
- 10 | ADMINISTER INJECTIONS
- 11 | ADMINISTER INNOCULATIONS AND VACCINATIONS
- 12 | CALCULATE PEDIATRIC DOSAGE OF COMPOUNDED MEDICINALS
- 13 | CALCULATE SPECIAL DIET, E.G. LOW SODIUM, DIABETIC DIET
- 14 | CALCULATE/PLAN ORAL FLUID RESTRICTIONS
- 15 | DETERMINE WHEN TO GIVE P.R.N. MEDICATION, E.G. PAIN, SEDATIVE, LAXATIVE
- 16 | PRESCRIBE TYPE AND AMOUNT OF INTRAVENOUS FLUID THERAPY
- 17 | PERFORM INTRAVENOUS CUTDOWN
- 18 | START I.V. THERAPY
- 19 | ADMINISTER I.V. MEDICATION DIRECTLY INTO VEIN
- 20 | ADMINISTER I.V. DOSE OF NON RADIOACTIVE TEST MATERIAL, E.G. BSP DYE, RADIOPAQUE DYE
- 21 | START/HANG BLOOD TRANSFUSION
- 22 | SUCTION TRACHEA, I.E. DEEP ENDOTRACHEAL SUCTION
- 23 | ADMINISTER OXYGEN THERAPY
- 24 | PERFORM THORACENTESIS
- 25 | PERFORM PARACENTESIS

1 TASK NO.	1 ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 12 OF RESPONSE BOOKLET
26	TEACH PATIENT/FAMILY HEALTH PROMOTION PRACTICES, E.G. ROUTINE PHYSICALS, EXERCISE, DIET
27	COUNSEL AND INSTRUCT PATIENT IN THE SELECTION OF NUTRITIONAL FOODS
28	INSTRUCT PATIENT IN PREPARING FOODS FOR WELL BALANCED/SPECIAL DIETS
29	COUNSEL FAMILY IN CARE OF GERIATRIC PATIENT
30	COUNSEL/INSTRUCT PATIENTS WITH SEXUAL PROBLEMS
31	TEACH PATIENT/FAMILY SELF USE OF THERAPEUTIC EQUIPMENT/DEVICES
32	TEACH PATIENT/FAMILY ADMINISTRATION OF INJECTIONS
33	TEACH FAMILY HOW TO CARE FOR PATIENT AT HOME
34	SUGGEST BOOKS (FICTION/NON-FICTION) TO PATIENT FOR THERAPEUTIC PURPOSES
35	COUNSEL PATIENT/FAMILY ON WHEN AND WHERE TO SEEK MEDICAL CARE
36	INFORM PATIENT/FAMILY WHERE TO OBTAIN MEDICAL SUPPLIES
37	INFORM PATIENT ON AVAILABILITY OF SERVICES IN THE COMMUNITY, E.G. LEGAL AID, EMPLOYMENT
38	TAKE WOUND SPECIMEN FROM PATIENT
39	COLLECT BLOOD BY ARTERIAL PUNCTURE
40	COLLECT BLOOD BY VENIPUNCTURE
41	ASPIRATE BONE MARROW
42	MICROSCOPICALLY EXAMINE FECES FOR OVA AND PARASITES
43	DO ROUTINE URINE CHEMISTRY
44	EXAMINE URINE FOR CASTS /PUS/RBC
45	IDENTIFY MICROORGANISMS IN CERVICO, VAGINAL OR URETHRAL SMEARS
46	TEST FOR OCCULT BLOOD
47	DO SLIDE PREGNANCY TEST, E.G. GRAVINDEX
48	TEST URINE FOR SUGAR, PROTEIN, KETONES, PH BY PAPER OR DIP STICK
49	DETERMINE COAGULATION (CLOTTING) TIME
50	DETERMINE BLOOD HEMOGLOBIN CONCENTRATIONS

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 13
OF RESPONSE BOOKLET

- 1 DETERMINE MORPHOLOGICAL VARIATIONS OF BLOOD CELLS
- 2 INTERPRET ROUTINE HEMATOLOGY LAB RESULTS
- 3 INTERPRET BLOOD ELECTROLYTE LAB RESULTS
- 4 GIVE AND/READ TUBERCULIN SKIN TEST
- 5 OBTAIN MENSTRUAL, FERTILITY AND CONTRACEPTIVE HISTORY
- 6 OBTAIN SEXUAL/COITAL HISTORY
- 7 PERFORM BREAST EXAMINATION TO DETECT/RULE OUT ABNORMALITIES
- 8 PERFORM PELVIC EXAMINATION
- 9 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF INFERTILITY
- 10 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF VAGINAL BLEEDING
- 11 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF MENSTRUAL DISORDERS
- 12 EVALUATE PATIENT WITH SIDE EFFECTS FROM CONTRACEPTIVE MEASURE
- 13 EVALUATE AND COUNSEL PATIENT ON METHOD OF CONTRACEPTION
- 14 COUNSEL AND INSTRUCT PATIENT/SPouse IN THE USE OF CONTRACEPTIVE MEASURE
- 15 TEACH WOMEN SELF BREAST EXAMINATION
- 16 FIT PATIENT FOR DIAPHRAGM/PESSARY
- 17 TAKE VAGINAL SMEAR FROM PATIENT
- 18 TAKE PAP SMEAR SPECIMEN
- 19 ASPIRATE BARTHOLIN CYST
- 20 PACK VAGINA/CERVIX
- 21 CAUTERIZE CERVIX
- 22 ASPIRATE BREAST CYST
- 23 PERFORM DCC
- 24 DIAGNOSE PREGNANCY
- 25 OBTAIN PRENATAL HISTORY

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 13
| OF RESPONSE BOOKLET

26	OBTAIN HISTORY OF PRESENT LABOR
27	OBTAIN POST PARTUM HISTORY
28	MEASURE BONY STRUCTURE OF PELVIS, I.E. CLINICAL PELVIMETRY
29	EVALUATE DRUG USE IN PREGNANT FEMALE
30	EVALUATE PROSPECTIVE CANDIDATE FOR RHOGAM THERAPY
31	COUNSEL PREGNANT TEENAGERS
32	ASCERTAIN PATIENT'S ATTITUDES/EXPECTATION OF PREGNANCY AND CHILDBEARING
33	EVALUATE AND COUNSEL PATIENT ON TERMINATION OF PREGNANCY
34	TEACH PATIENT/PARENTS ABOUT PHYSIOLOGY OF PREGNANCY E.G. FETAL GROWTH
35	COUNSEL AND INSTRUCT PATIENT ON ACTIVITIES ALLOWED DURING PREGNANCY
36	GIVE EMERGENCY TREATMENT/FIRST AID FOR PROLAPSED CORD
37	GIVE EMERGENCY TREATMENT/FIRST AID FOR RUPTURED ECTOPIC PREGNANCY
38	EXAMINE PATIENT TO DETERMINE PROGRESS OF LABOR
39	DELIVER BABY
40	COLLECT CORD BLOOD SAMPLES
41	ASSESS FETAL WELL-BEING DURING LABOR
42	GIVE EMERGENCY TREATMENT/FIRST AID FOR FETAL BRADYCARDIA/TACHYCARDIA
43	PERFORM AMNIOTOMY
44	STRIP AMNIOTIC MEMBRANES
45	PERFORM MANUAL ROTATION OF FETAL HEAD
46	COLLECT FETAL SCALP BLOOD
47	EXAMINE PLACENTA AND CORD FOR COMPLETENESS AND ANOMALIES
48	PERFORM INTRA-UTERINE TRANSFUSION
49	REPAIR FIRST AND /SECOND DEGREE VAGINAL LACERATION
50	PRESCRIBE TREATMENT AND COUNSEL PATIENT FOLLOWING DELIVERY

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 14
OF RESPONSE BOOKLET

- 1 COUNSEL PARENTS IN EVENT OF STILLBIRTH/INFANT DEATH
- 2 EXPLAIN/ANSWER MOTHER'S QUESTIONS REGARDING POST PARTUM CARE
- 3 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF EYE TROUBLE E.G. RED EYE
- 4 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF VISUAL PROBLEMS
- 5 EXAMINE EYES EXTERNALLY (I.E., CONJUNCTIVA, EXTRAOCCULAR MUSCLES, PUPILLARY REACTION)
- 6 EXAMINE EYES USING OPHTHALMOSCOPE
- 7 OBSERVE FOR OCULAR MUSCLE IMBALANCE USING COVER TEST
- 8 GRAPH TONOMETRY RESULTS AND CALCULATE INTRADUCULAR PRESSURE
- 9 TEST FIELD OF VISION WITHOUT INSTRUMENT
- 10 DO VISUAL ACUITY TEST USING SNELLEN CHART
- 11 DO COLOR VISION TEST
- 12 DO SCHIOTZ TONOMETRIES
- 13 IRRIGATE EYES
- 14 SCRAPE EYE ULCERS/CONJUNCTIVA FOR MICROBIOLOGICAL SPECIMENS
- 15 REMOVE FOREIGN BODY FROM CONJUNCTIVAL SAC
- 16 REMOVE SUPERFICIAL FOREIGN BODY FROM CORNEA
- 17 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NECK/BACK PAIN
- 18 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NONTRAUMATIC JOINT PAIN OR SWELLING
- 19 EXAMINE MUSCLES FOR STRENGTH, SIZE, TONE, TENDERNESS
- 20 EXAMINE BONES FOR TENDERNESS, DEFORMITY, SIGNS OF FRACTURES
- 21 EXAMINE JOINTS FOR RANGE OF MOTION, SWELLING, INTERNAL DERANGEMENT, TENDERNESS
- 22 PERFORM JOINT ASPIRATION/INJECTION
- 23 TAPE ANKLE, WRIST, KNEE, CHEST FOR IMMOBILIZATION
- 24 APPLY/REMOVE SLING, E.G. ARM, LEG
- 25 SET FRACTURE, I.E. CLOSED REDUCTION

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 14
OF RESPONSE BOOKLET

26 | APPLY/REMOVE SPLINT
27 | APPLY/REMOVE CASTS
28 | PLACE PATIENT IN SKIN TRACTION
29 | REDUCE DISLOCATED JOINT
30 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF HOARSENESS
31 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NASAL BLEEDING
32 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NASAL OR SINUS PROBLEMS
33 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF EAR TROUBLE
34 | ASSESS CHARACTERISTICS OF SPUTUM/MUCUS
35 | EXAMINE NOSE, THROAT, MOUTH, AND PHARYNX
36 | EXAMINE EARS WITH OTOSCOPE
37 | TEST HEARING WITH A TUNING FORK
38 | TAKE AIR CONDUCTION AUDIOTRAPHY
39 | TAKE NASAL/EAR/THROAT SPECIMEN BY STERILE SWAB
40 | PRESCRIBE SYMPTOMATIC TREATMENT FOR EAR ACHE
41 | PRESCRIBE MEASURES FOR SIMPLE NASAL BLEEDING
42 | IRRIGATE EARS
43 | REMOVE SUPERFICIAL MATERIAL FROM EAR CANAL
44 | REMOVE SUPERFICIAL FOREIGN BODY FROM THROAT
45 | REMOVE SUPERFICIAL FOREIGN BODY FROM NOSE
46 | CONTROL SIMPLE ANTERIOR NASAL BLEEDING
47 | INSERT POSTERIOR NASAL PACKING
48 | INSERT ANTERIOR NASAL PACKING
49 | OBTAIN BIRTH HISTORY
50 | OBTAIN DEVELOPMENTAL HISTORY OF CHILD

1 TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 15 OF RESPONSE BOOKLET
1	PERFORM GENERAL PHYSICAL EXAMINATION ON CHILD
2	OBSERVE AND DESCRIBE PARENT-CHILD INTERACTION
3	EVALUATE SYMPTOMS OF EMOTIONAL DISTURBANCE IN CHILD
4	EVALUATE SYMPTOMS OF EMOTIONAL DISTURBANCE IN ADOLESCENT
5	REASSURE APPREHENSIVE PARENTS OF PEDIATRIC PATIENT
6	INSTRUCT PATIENT/FAMILY ON POST IMMUNIZATION CARE AND SCHEDULE
7	COUNSEL AND INSTRUCT MOTHER ON BREAST FEEDING OF NEWBORN
8	COUNSEL AND INSTRUCT PARENTS ON ADJUSTMENT OF FAMILY TO NEWBORN
9	INSTRUCT PARENTS ON CARE OF CHILDREN WITH COMMUNICABLE DISEASES, E.G. MEASLES, MUMPS
10	COUNSEL ADOLESCENTS ON PARENT-CHILD RELATIONS
11	GIVE SEX EDUCATION COUNSELING TO CHILDREN/ADOLESCENTS
12	COUNSEL PARENT ON SEX EDUCATION OF CHILDREN
13	COUNSEL ADOLESCENTS ON DRUG PROBLEMS
14	COUNSEL PARENTS ON CHILDREN'S BEHAVIOR
15	REASSURE/CALM APPREHENSIVE PATIENT
16	OBTAIN PSYCHOLOGICAL/EMOTIONAL HISTORY
17	ASSESS PATIENT'S GENERAL APPEARANCE
18	ASSESS PATIENT'S GENERAL MENTAL ATTITUDE
19	ASSESS PATIENT'S LEVEL OF ANXIETY
20	ASSESS PATIENT'S DEGREE OF DEPRESSION
21	ASSESS PATIENT'S LEVEL OF MOTIVATION
22	ASSESS PATIENT'S THOUGHT/COGNITIVE PROCESSES
23	ASSESS PATIENT'S MEMORY PROCESS
24	ASSESS PATIENT'S LEVEL OF COMMUNICATION, E.G. DIRECTNESS, AMOUNT, DEPTH
25	ASSESS PATIENT'S BEHAVIOR PATTERNS

I TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 15
OF RESPONSE BOOKLET

26 | ASSESS PATIENT'S SOCIAL BEHAVIOR

27 | IDENTIFY FACTORS THAT INFLUENCE PATIENT'S PSYCHOLOGICAL STATE

28 | IDENTIFY/DESCRIBE MANIFESTATIONS OF LOSS OF CONTACT WITH REALITY, E.G. HALLUCINATIONS, DELUSIONS

29 | OBSERVE FOR/REPORT TENDENCIES TOWARD SUICIDAL BEHAVIOR

30 | LISTEN TO PATIENT/FAMILY DISCUSS THEIR PERSONAL PROBLEMS

31 | ASSIST PATIENT TO EXPRESS FEELINGS

32 | ASSIST PATIENT TO INTERPRET SITUATION IN OBJECTIVE MANNER

33 | ASSIST PATIENT TO PERCEIVE REALITY

34 | ASSIST PATIENT TO PERCEIVE HOW HE RELATES TO OTHERS

35 | COUNSEL PATIENT WITH PSYCHOSOMATIC COMPLAINT

36 | COUNSEL PATIENT WITH TERMINAL ILLNESS OR HIS FAMILY

37 | PREPARE PATIENT PSYCHOLOGICALLY FOR LONG TERM TREATMENT, E.G., DIALYSIS

38 | EVALUATE AND COUNSEL PATIENT WITH MARITAL PROBLEMS

39 | REFER PATIENT FOR MARRIAGE/FAMILY COUNSELING SERVICES

40 | RECOMMEND PSYCHOLOGICAL APPROACH TO USE WITH PATIENT

41 | ARRANGE FOR PSYCHIATRIC HOSPITALIZATION OF PATIENT

42 | INTERPRET ROUTINE X-RAYS, I.E., CHEST, ABDOMEN, LONG BONES, SKULL, AND SPINE

43 | EXPLAIN X-RAY PROCEDURES TO PATIENT

44 | EXPLAIN RADIATION THERAPY PROCEDURES TO PATIENT

45 | SELECT THERAPEUTIC EXERCISES FOR PATIENT

46 | PRESCRIBE HOME REHABILITATIVE AIDS FOR CHRONIC DISABILITY

47 | COUNSEL PATIENT REGARDING VOCATIONAL REHABILITATION

48 | TEACH VASCULAR EXERCISES, E.G. BUERGEL-ALLEN

49 | TEACH POSTURAL DRAINAGE EXERCISES

50 | TEACH BREATHING EXERCISES

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 16
OF RESPONSE BOOKLET

- 1 | TEACH PATIENT/FAMILY TRANSFER TECHNIQUES, E.G. BED TO CHAIR, CHAIR TO COMMODE
- 2 | ASSIST PATIENT IN PERFORMING ACTIVE ASSISTIVE RANGE OF MOTION EXERCISES
- 3 | TEACH PATIENTS TO USE CANES, CRUTCHES, OR WALKERS
- 4 | EVALUATE PATIENT'S SUITABILITY TO UNDERGO SURGERY
- 5 | EXPLAIN MINOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
- 6 | EXPLAIN MAJOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
- 7 | DETERMINE TYPE, DOSE AND SCHEDULE FOR PRE-OPERATIVE MEDICATIONS
- 8 | FIRST ASSIST DURING MAJOR SURGERY
- 9 | PREPARE SKIN SITE WITH ANTISEPTIC SOLUTION PRIOR TO INCISION/SUTURING/TREATMENT OR EXAMINATION
- 10 | REPAIR SIMPLE LACERATION
- 11 | REPAIR LACERATION USING SKIN GRAFT
- 12 | INCISE AND DRAIN SUPERFICIAL ABSCESS
- 13 | INCISE AND DRAIN DEEP ABSCESS
- 14 | CLEAN WOUND, CUT, ABRASION
- 15 | PACK INCISION/WOUND/CAVITY
- 16 | IRRIGATE WOUND
- 17 | INSERT DRAIN/WOUND CATHETER
- 18 | EXCISE SEBACEOUS CYST/LIPOMA
- 19 | PERFORM WEDGE SECTION BIOPSY OF SKIN/MUSCLE
- 20 | PERFORM RECTAL BIOPSY
- 21 | PERFORM BREAST BIOPSY
- 22 | PERFORM LIVER BIOPSY
- 23 | PERFORM LYMPH NODE BIOPSY
- 24 | CLAMP BLOOD VESSELS
- 25 | CAUTERIZE BLEEDERS WITH CHEMICAL AGENT

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 16
OF RESPONSE BOOKLET

26	CAUTERIZE BLEEDERS WITH ELECTRIC CAUTERY (BOVIE)
27	PERFORM TONSILLECTOMY AND/OR ADENOIDECTOMY
28	PERFORM APPENDECTOMY
29	PERFORM HERNIA SURGERY, E.G. HERNIORRHAPHY
30	PERFORM VEIN LIGATION OR STRIPPING
31	PERFORM BILIARY/PANCREATIC SURGERY
32	PERFORM GASTRECTOMY
33	PERFORM INTESTINAL RESECTION
34	PERFORM BREAST SURGERY
35	PERFORM RECTAL SURGERY
36	DEBRIDE WOUND/BURN
37	INSTRUCT PATIENT IN CARE OF INCISION
38	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF INCISIONAL PAIN
39	CHECK/EXAMINE INCISIONS/WOUNDS FOR PROGRESS OF HEALING
40	REMOVE SUTURES
41	REMOVE/SHORTEN DRAIN
42	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF URINARY PROBLEMS
43	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF URETHRAL DISCHARGE
44	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF IMPOTENCE
45	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF SCROTAL PAIN/ENLARGEMENT
46	TAKE URETHRAL SMEAR SPECIMEN FROM PATIENT
47	PERFORM URETHRAL CALIBRATION/DILATATION
48	DETERMINE SPERM COUNTS
49	ASPIRATE HYDROCELE
50	PERFORM VASECTOMY

LEFT PAGE 17

TASK BOOKLET

1 TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 17
OF RESPONSE BOOKLET

1	CATHETERIZE THE URINARY BLADDER
2	IRRIGATE BLADDER (FOLEY CATHETER)

READ FOLLOWING INSTRUCTIONS

PART III
LIST OF SPECIALTY TASKS
(PAGES 18 TO 29)

PART III IS TO BE COMPLETED ONLY BY SPECIALISTS IN THE AREAS BELOW.

Anesthesiology	Otolaryngology
Cardiology	Pathology
Dermatology	Pediatrics
Obstetrics/Gynecology	Psychiatry
Ophthalmology	Radiology
Orthopedics	Urology

IF YOUR SPECIALTY IS NOT LISTED, YOU HAVE COMPLETED THE JOB SURVEY. TURN TO THE LAST PAGE OF THIS BOOKLET FOR FINAL INSTRUCTION.

Part III consists of frequently performed tasks in the specialty areas. Respond only to the tasks listed on the page corresponding to your area of specialization, and indicate on the proper response page under:

COLUMN A: How often you performed the task last month.

COLUMN B: The approximate time spent the last time you performed it.

DISREGARD COLUMNS C & D

- Please remember to match the page and statement numbers in your task booklet with the proper page and statement numbers in your response booklet.
- The instructions to this part are repeated on the other side of the tab you have been using as a guide.
- Please use the page provided at the back of this booklet to list tasks which take a lot of your time and which were not included in this inventory.

PART III
LIST OF SPECIALTY TASKS
(PAGES 18 TO 29)

List of Specialty Areas

Anesthesiology.	p. 18
Cardiology.	p. 19
Dermatology	p. 20
Obstetrics/Gynecology	p. 21
Ophthalmology	p. 22
Orthopedics	p. 23
Otolaryngology.	p. 24
Pathology	p. 25
Pediatrics.	p. 26
Psychiatry.	p. 27
Radiology	p. 28
Urology	p. 29

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 18
OF RESPONSE BOOKLET

- 1 | PERFORM PREOPERATIVE EVALUATION OF ANESTHETIC RISK
- 2 | EVALUATE AND MONITOR POSTOPERATIVE PATIENT CONDITION
- 3 | DETERMINE DOSE AND TYPE OF ANESTHETIC AGENT
- 4 | ADMINISTER GENERAL ANESTHESIA
- 5 | ADMINISTER SPINAL ANESTHESIA
- 6 | EVALUATE AND TREAT PATIENT WITH PAIN PROBLEM
- 7 | ADMINISTER RESPIRATORY PHYSIOTHERAPY

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IN YOUR RESPONSE BOOKLET.

TURN PAGE FOR NEXT SPECIALTY

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 19
| OF RESPONSE BOOKLET

1	EVALUATE AND MEDICALLY TREAT PATIENT WITH CARDIOVASCULAR DISORDERS
2	FOLLOW INPATIENT PRIOR TO CARDIAC SURGERY
3	FOLLOW UP OUTPATIENT AFTER CARDIAC SURGERY
4	EVALUATE OUTPATIENT FOR CARDIAC SURGERY
5	INTERPRET EXERCISE/STRESS TESTS
6	PERFORM ELECTRICAL CARDIOVERSION
7	PERFORM CARDIAC CATHETERIZATION AND CORONARY ANGIOGRAPHY
8	INTERPRET CORONARY ANGIOGRAMS AND CATHETERIZATION DATA
9	PERFORM CARDIAC FLUOROSCOPY
10	TAKE AND INTERPRET VECTORCARDIOGRAMS
11	TAKE AND INTERPRET PHONOCARDIOGRAMS AND INDIRECT INDICES
12	TAKE AND INTERPRET ECHOCARDIOGRAMS
13	TAKE AND INTERPRET BALLOONCARDIOGRAMS
14	INSERT AND ADJUST ELECTRONIC PACEMAKERS

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IN YOUR RESPONSE BOOKLET.

TURN PAGE FOR NEXT SPECIALTY

1 TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 20
OF RESPONSE BOOKLET

- 1 | EVALUATE AND TREAT DERMATOSES
- 2 | EVALUATE AND TREAT INFECTIOUS DERMATITIS
- 3 | EVALUATE AND TREAT VIRAL DERMATITIS
- 4 | EVALUATE AND TREAT TOXIC DERMATITIS
- 5 | EVALUATE AND TREAT COLLAGEN DISEASES
- 6 | EVALUATE PIGMENTED SKIN LESIONS
- 7 | INTERPRET SKIN BIOPSY
- 8 | TREAT DERMATITIS/TUMOR BY X-RAY
- 9 | PERFORM DERMABRASION/SUPERFICIAL PEEL WITH ACIDS
- 10 | PERFORM ELECTRODESICCATION AND CURETTAGE OF MALIGNANT LESION
- 11 | PERFORM HAIR TRANSPLANTS

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IN YOUR RESPONSE BOOKLET.

TURN PAGE FOR NEXT SPECIALTY

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 21
OF RESPONSE BOOKLET

- 1 | PERFORM ROUTINE GYNECOLOGICAL EXAMINATIONS
- 2 | PERFORM ROUTINE OBSTETRICAL EXAMINATIONS
- 3 | EVALUATE AND TREAT MEDICAL COMPLICATIONS OF PREGNANCY, E.G.
HYPERTENSION, TOXEMIA, RENAL PROBLEM
- 4 | EVALUATE AND TREAT COMPLICATIONS OF LABOR AND DELIVERY, E.G.
HEMORRHAGE, GENETIC PROBLEMS
- 5 | EVALUATE AND TREAT ENDOCRINE PROBLEMS, E.G. ADRENAL HYPERPLASIA,
OVARIAN ABNORMALITIES
- 6 | EVALUATE AND TREAT PATIENT FOR CRYOTHERAPY
- 7 | EVALUATE PATIENT WITH GYNECOLOGICAL MALIGNANCY FOR CHEMOTHERAPY
OR IRRADIATION
- 8 | EVALUATE PATIENT FOR GYNECOLOGICAL SURGERY
- 9 | PERFORM GYNECOLOGICAL SURGERY
- 10 | PERFORM INTRAUTERINE EXCHANGE TRANSFUSIONS
- 11 | PERFORM OBSTETRICAL SURGERY, E.G. C SECTION, BREACH EXTRACTION,
THERAPEUTIC ABORTION

RIGHT PAGE 21

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DO NOT MARK CORRESPONDING BLOCK
IN YOUR RESPONSE BOOKLET.

TURN PAGE FOR NEXT SPECIALTY

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 22
OF RESPONSE BOOKLET

1	EVALUATE AND TREAT EYE INJURIES
2	EVALUATE AND TREAT DISEASES OF THE EYE
3	EVALUATE AND TREAT DISORDERS OF THE EYE MUSCLES
4	EVALUATE AND TREAT ERRORS OF REFRACTION
5	PRESCRIBE CORRECTIVE LENSES
6	REMOVE EMBEDDED FOREIGN BODY FROM CORNEA
7	PERFORM INTRACULAR SURGERY
8	PERFORM SURGERY OF ORBIT/ADNEXAE

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IN YOUR RESPONSE BOOKLET.

TURN PAGE FOR NEXT SPECIALTY

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 23
OF RESPONSE BOOKLET

1	EVALUATE AND TREAT MAJOR LACERATIONS/OTHER TRAUMA TO THE MUSCULOSKELETAL SYSTEM
2	EVALUATE AND TREAT INFECTIONS OF THE MUSCULOSKELETAL SYSTEM
3	EVALUATE AND TREAT CONGENITAL MALFORMATIONS AND DISORDERS
4	EVALUATE AND TREAT ARTHRITIC SYNDROMES
5	EVALUATE AND TREAT COMPOUND FRACTURES
6	EVALUATE PATIENT FOR AND PRESCRIBE PROSTHETIC APPLIANCES
7	PLACE PATIENT IN SKELETAL TRACTION
8	PRESCRIBE PHYSIOTHERAPY
9	PERFORM NEUROSURGERY
10	PERFORM PLASTIC/CORRECTIVE SURGERY
11	PERFORM CORRECTIVE BONE SURGERY
12	PERFORM AMPUTATION

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IN YOUR RESPONSE BOOKLET.

TURN PAGE FOR NEXT SPECIALTY

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 24
OF RESPONSE BOOKLET

1	EVALUATE INTRACRANIAL LESIONS OF THE MOUTH
2	EVALUATE AND TREAT SINUSITIS
3	EVALUATE AND TREAT EAR INFECTIONS
4	EVALUATE AND TREAT HEARING PROBLEMS
5	EVALUATE AND TREAT ENT VESTIBULAR PROBLEMS
6	EVALUATE NECK/FACIAL FRACTURES
7	EVALUATE PATIENT FOR COSMETIC SURGERY
8	PERFORM ENT ENDOSCOPY
9	PERFORM MYRINGOTOMY IN CHILDREN
10	PERFORM MYRINGOTOMY IN ADULTS
11	REDUCE NASAL FRACTURES
12	PERFORM OPEN REDUCTION OF FACIAL FRACTURES
13	EXCISE NASAL POLYPS
14	PERFORM BIOPSY OF ENT TUMOR
15	PERFORM SURGERY FOR REMOVAL OF ENT TUMORS
16	PERFORM SINUS SURGERY
17	PERFORM SEPTOPLASTY
18	PERFORM MIDDLE EAR SURGERY
19	PERFORM COSMETIC SURGERY

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IN YOUR RESPONSE BOOKLET.

TURN PAGE FOR NEXT SPECIALTY

1 TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 25
OF RESPONSE BOOKLET

1	INTERPRET CYTOLOGY SMEARS
2	INTERPRET ELECTROPHORETOGRAMS
3	INTERPRET CULTURES FOR PATHOGENIC ORGANISMS
4	INTERPRET MICROSCOPIC PREPARATIONS OF TISSUE SPECIMENS
5	INTERPRET BONE MARROW ASPIRATES AND BIOPSTIES
6	INTERPRET ABNORMAL PERIPHERAL BLOOD SMEARS
7	PERFORM AUTOPSY
8	PERFORM SECTIONING OF SURGICAL SPECIMENS
9	EVALUATE GROSS ANATOMIC CHANGES IN DISEASED ORGANS
10	REVIEW AND SIGN LAB RESULTS
11	DETERMINE LIST OF DIAGNOSTIC TESTS AND PROCEDURES TO BE OFFERED IN CLINICAL LABORATORY
12	EVALUATE SUITABILITY OF NEW TEST PROCEDURES FOR DIAGNOSTIC USEFULNESS
13	SUPERVISE USE OF BLOOD BANK SERVICES
14	INSTITUTE AND INTERPRET QUALITY CONTROL PROCEDURES

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IN YOUR RESPONSE BOOKLET.

TURN PAGE FOR NEXT SPECIALTY

I TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 26
OF RESPONSE BOOKLET

1	PERFORM PHYSICAL EXAMINATION AND ASSESSMENT OF NEWBORN TO DETECT/RULE OUT ABNORMALITIES
2	PERFORM CIRCUMCISION ON NEWBORN
3	EXPLAIN/ANSWER PARENT'S QUESTIONS REGARDING NEWBORN CARE
4	COUNSEL AND INSTRUCT PARENTS ABOUT WELL BABY CARE, E.G. IMMUNIZATIONS, NUTRITIONAL NEEDS
5	EVALUATE AND TREAT SICK NEWBORN
6	COUNSEL AND INSTRUCT PARENTS REGARDING INFANT ANOMALIES
7	EVALUATE GROWTH AND DEVELOPMENT OF CHILD FOR STRUCTURAL/FUNCTIONAL DEVIATIONS
8	PERFORM DEVELOPMENTAL SCREENING EXAMINATION OF CHILDREN, E.G. DENVER DEVELOPMENTAL
9	COUNSEL AND INSTRUCT PARENTS ON NORMAL CHILD GROWTH AND DEVELOPMENT
10	EXPLAIN/ANSWER PARENT'S QUESTIONS ON CHILD DEVELOPMENT PROBLEMS, E.G. TOILET TRAINING
11	PROVIDE GENETIC COUNSELING
12	EVALUATE AND TREAT CHILDREN WITH CHRONIC/TERMINAL ILLNESSES, E.G. CEREBRAL PALSY, LEUKEMIA
13	COUNSEL PARENTS OF CHRONICALLY ILL CHILDREN
14	COUNSEL PARENTS ON THE MANAGEMENT OF EMOTIONALLY DISTURBED CHILDREN
15	COUNSEL EMOTIONALLY DISTURBED CHILDREN

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IN YOUR RESPONSE BOOKLET.

TURN PAGE FOR NEXT SPECIALTY

1 TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 27
OF RESPONSE BOOKLET

- 1 | PERFORM PSYCHIATRIC EVALUATIONS TO DETERMINE PATIENT TREATMENT
| PLAN, E.G. HOSPITALIZATION, PSYCHOTHERAPY
- 2 | PERFORM PSYCHOTHERAPY
- 3 | MANAGE PATIENTS ON LONG-TERM PSYCHOTROPIC DRUGS, E.G. LITHIUM
| CARBONATE
- 4 | PERFORM ELECTROCONVULSIVE THERAPY
- 5 | CONDUCT GROUP THERAPY SESSIONS
- 6 | PARTICIPATE IN MEDICAL BOARDS TO DETERMINE PATIENT'S
| PSYCHOLOGICAL FITNESS FOR MILITARY DUTY
- 7 | PARTICIPATE IN SANITY HEARINGS/COMPETENCY HEARINGS

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DO NOT MARK CORRESPONDING BLOCK
IN YOUR RESPONSE BOOKLET.

TURN PAGE FOR NEXT SPECIALTY

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 28
OF RESPONSE BOOKLET

- 1 | EVALUATE PATIENT TO DETERMINE APPROPRIATE METHOD AND TYPE OF
RADIOLOGIC PROCEDURE FOR DIAGNOSIS/THERAPY
- 2 | TAKE RADIOGRAPHS
- 3 | INTERPRET RADIOGRAPHS
- 4 | PERFORM SPECIAL RADIOLOGIC CONTRAST STUDIES, E.G. ANGIOGRAPHY,
RETROGRADE PYELOGRAPHY
- 5 | PERFORM FLUOROSCOPY
- 6 | PERFORM DIAGNOSTIC RADIOTISOTOPE STUDIES
- 7 | PERFORM THERAPEUTIC RADIOTISOTOPE APPLICATION
- 8 | INTERPRET RADIOTISOTOPE DATA
- 9 | PERFORM THERAPEUTIC RADIUM APPLICATION
- 10 | PRESCRIBE/SUPERVISE ADMINISTRATION OF TELERADIOTHERAPY
- 11 | SUPERVISE RADIATION CONTROL PROCEDURES

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DO NOT MARK CORRESPONDING BLOCK

IN YOUR RESPONSE BOOKLET.

TURN PAGE FOR NEXT SPECIALTY

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 29
OF RESPONSE BOOKLET

1	PERFORM CYSTOSCOPY
2	TAKE RETROGRADE PYELOGRAM
3	EVALUATE AND TREAT URINARY TRACT INFECTIONS
4	EVALUATE AND TREAT NEUROGENIC BLADDER SYNDROMES
5	EVALUATE AND TREAT URETHRAL/VESICAL TRAUMA
6	PERFORM RENAL/URETERAL SURGERY
7	PERFORM BLADDER SURGERY
8	PERFORM PROSTATIC SURGERY
9	PERFORM SURGERY OF MALE GENITAL ORGANS

Please write in the space below any time consuming patient-care tasks you perform which were not included in this task booklet. When you are through, please put Task and Response Booklets in the accompanying self-addressed envelope. Seal and return to the officer who gave you this package.

THANK YOU FOR YOUR PARTICIPATION